Pro C9100/C9110

User Guide

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For information not in this manual, refer to the HTML/PDF files on the supplied CD-ROM.

For safe and correct use, be sure to read the Safety Information in Read This First before using the machine.

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How to Read the Manuals

Symbols Used in the Manuals

This manual uses the following symbols:

Important

Indicates points to pay attention to when using the machine, and explanations of likely causes of paper misfeeds, damage to originals, or loss of data. Be sure to read these explanations.

Note

Indicates supplementary explanations of the machine's functions, and instructions on resolving user errors.

Reference

This symbol is located at the end of sections. It indicates where you can find further relevant information.

[ ]

Indicates the names of keys on the machine's display or control panels.

Region A (mainly Europe and Asia), (mainly Europe), or (mainly Asia)

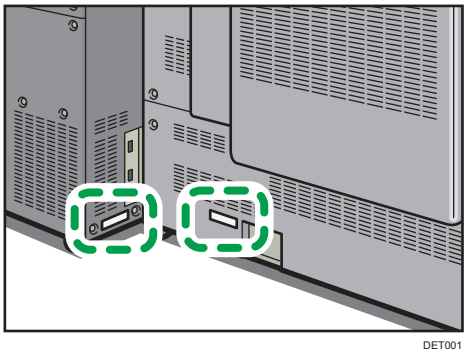
Region B (mainly North America)

Differences in the functions of Region A and Region B models are indicated by two symbols. Read the information indicated by the symbol that corresponds to the region of the model you are using. For details about which symbol corresponds to the model you are using, see page 5 "Model-Specific Information".

Model-Specific Information

This section explains how you can identify the region your machine belongs to.

There is a label on the rear of the machine, located in the position shown below. The label contains details that identify the region your machine belongs to. Read the label.



DET001

The following information is region-specific. Read the information under the symbol that corresponds to the region of your machine.

Region A (mainly Europe and Asia)

If the label contains the following, your machine is a Region A model:

- CODE XXXX -27, -29
- 220–240 V

Region B (mainly North America)

If the label contains the following, your machine is a Region B model:

- CODE XXXX -17
- 208–240 V

Note

- Dimensions in this manual are given in two units of measure: metric and inch. If your machine is a Region A model, refer to the metric units. If your machine is a Region B model, refer to the inch units.
- If your machine is a Region A model and "CODE XXXX -27" is printed on the label, see "Region A (mainly Europe)" also.
- If your machine is a Region A model and "CODE XXXX -29" is printed on the label, see "Region A (mainly Asia)" also.

Names of Major Features

In this manual, major features of the machine are referred to as follows:

- Multi Bypass Tray BY5010 → Multi bypass tray (Tray A)
- Vacuum Feed LCIT RT5100 → Wide Large Capacity Tray (Wide LCT)
- Multi-Folding Unit FD5020 → Multi-folding unit
- Ring Binder RB5020 → Ring binder
- High Capacity Stacker SK5030 → High capacity stacker
- Trimmer Unit TR5040 → Trimmer unit
- Cover Interposer Tray CI5030 → Interposer
- Perfect Binder GB5010 → Perfect binder

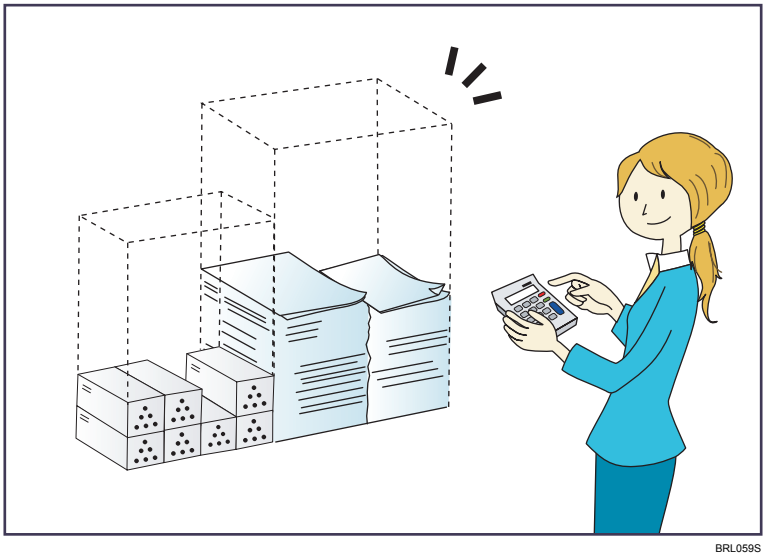
1. What You Can Do with This Machine

You can search for a description by what you want to do.

Searching by What You Want to Do

You can search for a procedure by what you want to do.

Reducing My Costs



BRL059S

Checking how much paper is saved ([Information] screen)

⇒ See "How to Use the [Information] Screen", Getting Started.

Reducing electricity consumption

⇒ See "Saving Energy", Getting Started.

Operating the Machine More Effectively

BQX139S

Adding the function and shortcut icons

⇒ See "Adding Icons to the [Home] Screen", Convenient Functions.

Changing the order of the function and shortcut icons

⇒ See "Changing the Order of Icons on the [Home] Screen", Convenient Functions.

What You Can Do with This Machine

This section describes the features of this machine.

Customizing the [Home] Screen

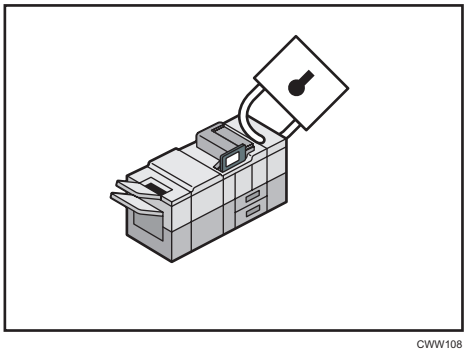
The icons of each function are displayed on the [Home] screen.

- You can add shortcuts to often used Web pages to the [Home] screen. The Web pages can be recalled easily by pressing the shortcut icons.
- You can display only the icons of functions and shortcuts that you use.
- You can change the order of the function and shortcut icons.

Reference

- For details about the features on the [Home] screen, see "How to Use the [Top] Screen and the [Home] Screen", Getting Started.
- For details about how to customize the [Home] screen, see "Types of [Home] Screens and How to Customize Them", Convenient Functions.

Preventing Information Leakage (Security Functions)



CWW108

- You can protect documents from unauthorized access and stop them from being copied without permission.
- You can control the use of the machine, as well as prevent machine settings from being changed without authorization.
- By setting passwords, you can prevent unauthorized access via the network.
- You can erase or encrypt the data on the hard disk to minimize the risk of information leakage.
- You can limit the usage of functions for each user.

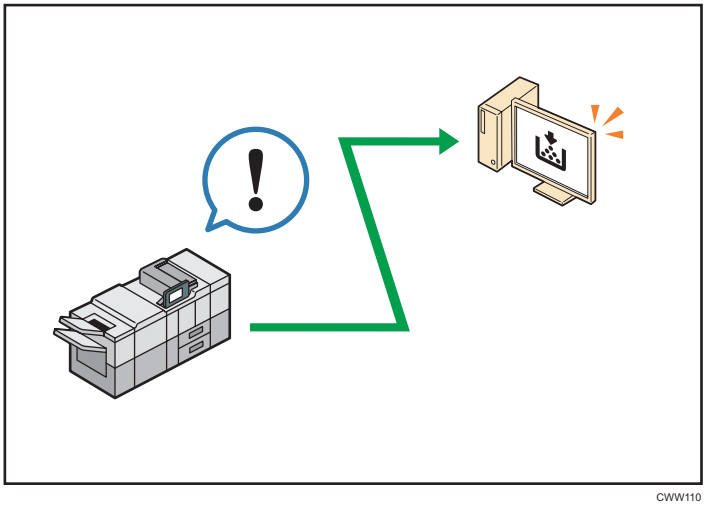
Reference

- See Security Guide.

1

Monitoring and Setting the Machine Using a Computer

Using Web Image Monitor, you can check the machine's status and change the settings.



CWW110

You can check which tray is running out of paper, register information in the Address Book, specify the network settings, configure and change the system settings, and configure the authentication settings.

Reference

- See "Using Web Image Monitor", Connecting the Machine/ System Settings.
- See Web Image Monitor Help.

2. Getting Started

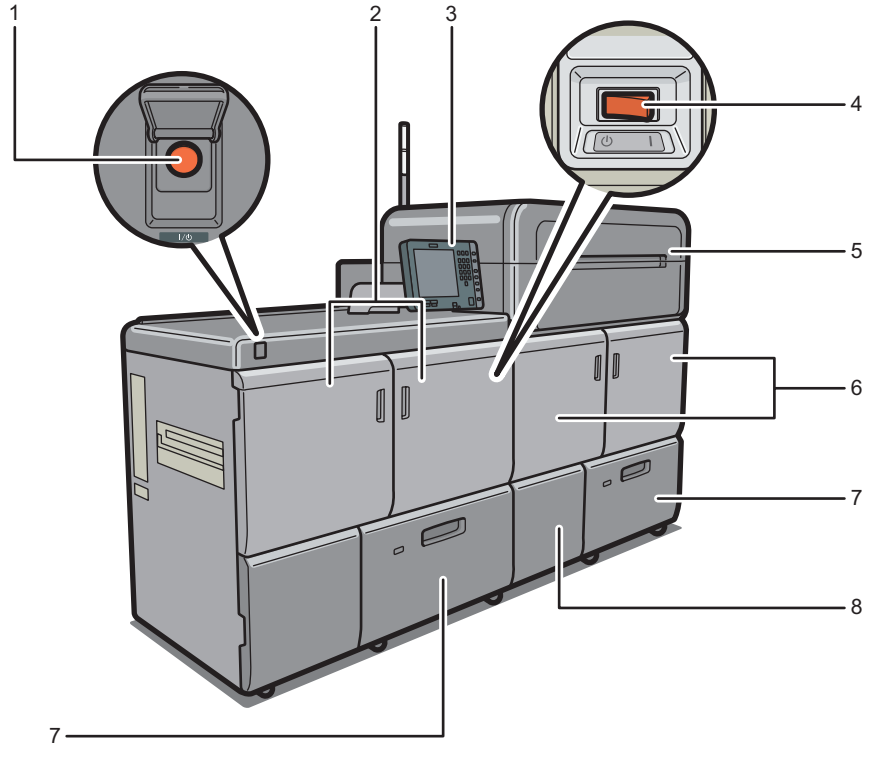
This chapter describes how to start using this machine.

Guide to Names and Functions of Components

⚠CAUTION

- Do not obstruct the machine's vents. Doing so risks fire caused by overheated internal components.

Front and left view



1. **Main power switch**

   To operate the machine, the main power switch must be on. If it is off, open the main power switch's cover and turn the switch on.

2. **Left mainframe front cover**

   Open to remove paper jams or turn on/off the AC power switch.

3. **Control panel**

   See page 17 "Guide to the Names and Functions of the Machine's Control Panel".

4. **AC power switch**

   Press to completely turn off the power of the machine. The AC power switch must be kept on in normal use. The switch is inside the left mainframe front cover. For details, see "Dos and Don'ts", Maintenance and Specifications.

5. **Toner cartridge compartment**

   Install toner cartridges here.

   Open the cover to replace toner cartridges.

6. **Right mainframe front cover**

   Open to remove paper jams.

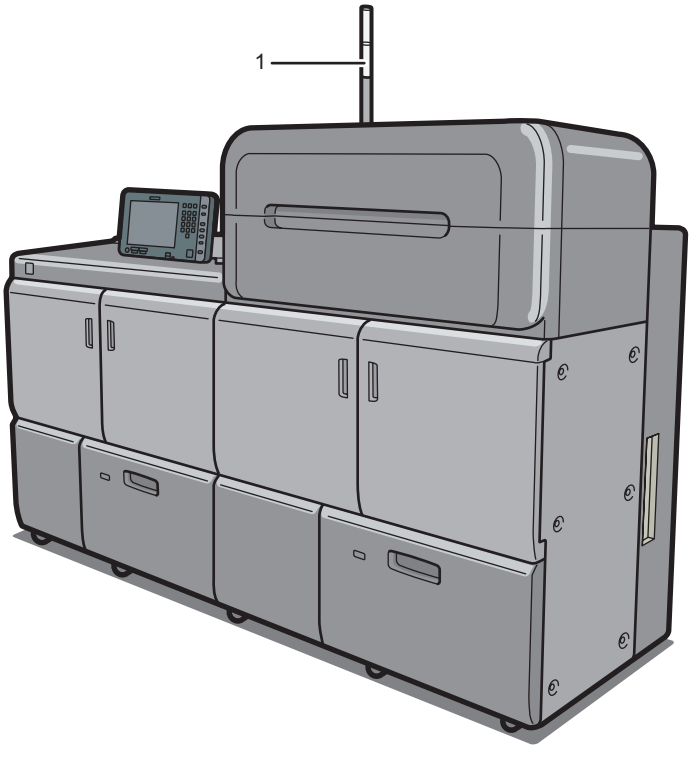
7. **Paper trays (Trays 1–2)**

   Load paper here.

8. **Waste toner cartridge cover**

   Open to replace the waste toner bottle.

Front and right view

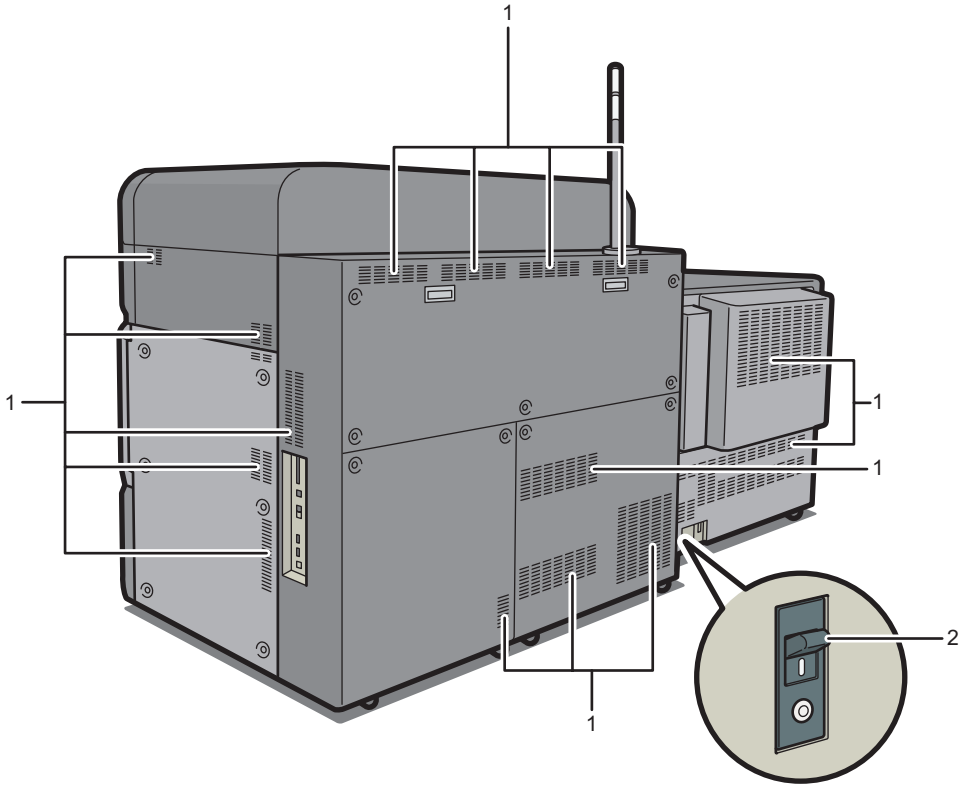


DET003

1. **Attention light**

   See page 13 "Guide to Functions of the Attention Light".

Rear and right view



DET004

1. **Vents**

   Prevent overheating.

2. **Earth leakage breaker**

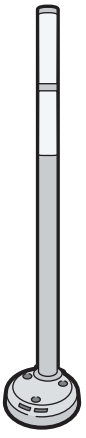
   Protects users from electric shock. For details about checking the earth leakage breaker, see "Checking the Earth Leakage Breakers", Maintenance and Specifications.

   A plate is usually on the part as shown in the figure. Do not touch this plate as a customer engineer removes it.

Guide to Functions of the Attention Light

Important

- **Do not push or pull the attention light when installed to the machine. Doing so may result in damage or malfunction of the attention light or the machine.**



CUV121

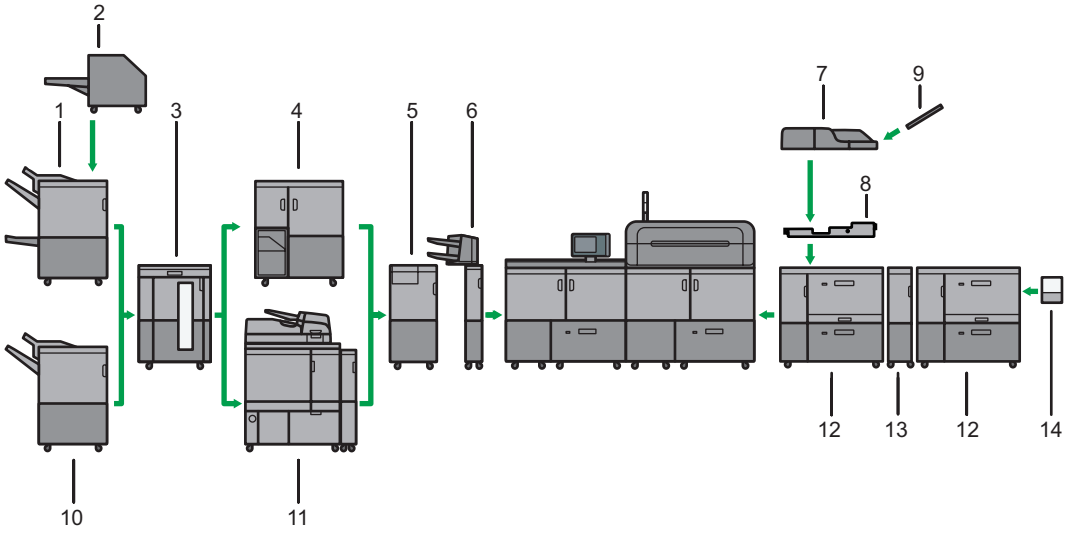
The attention light notifies the user by light when there is a paper jam or no paper is left.

The colors of the lamp and their meanings are as follows:

Lamp	Status
The bottom lamp lights blue.	Printing
The bottom lamp flashes blue.	Data in
The top lamp lights red.	Error occurred (Example) • When the service call message appears • Paper jam • Out of paper • Out of toner • Memory overflow Read the message on the display panel, and then take appropriate action. For details, see "When Messages Appear", Troubleshooting.
The top lamp flashes yellow.	Warning (Example) • Toner has nearly run out. • Waste toner bottle is nearly full. Read the message on the display panel, and then take appropriate action. For details, see "When Messages Appear", Troubleshooting.

Guide to Functions of the Machine's Options

Guide to Functions of the Machine's External Options



1. **Booklet Finisher SR5060**

   Sorts, stacks, and staples multiple sheets of paper. The saddle stitch function can staple multiple sheets of paper in the center and fold them into booklets. Consists of the following paper trays:

   - Finisher upper tray
   - Finisher shift tray
   - Finisher booklet tray

   Prints can be punched if the optional punch unit is installed on the finisher.

2. **Trimmer**

   Cuts the fore edge of the book block after the book block is saddle stitched.

3. **High capacity stacker**

   Consists of the following paper trays:

   - Stacker upper tray
   - Stacker tray

   The stacker upper tray can hold up to 250 sheets of paper, and stacker tray can hold up to 5,000 sheets of paper. You can connect up to two high capacity stackers.

4. **Ring binder**

   Binds sheets of paper with a ring comb.

5. **Multi-folding unit**

   Applies the following folds: Half Fold, Letter Fold-out, Letter Fold-in, Double Parallel Fold, Gate Fold, and Z-fold.

6. **Interposer**

   Inserts cover or slip sheets into printed paper.

7. **Multi bypass tray (Tray A)**

   Holds up to 500 sheets of paper.

8. **Multi bypass attachment kit**

   Attaches the multi bypass tray (Tray A) to the wide LCT.

9. **Banner sheet tray of multi bypass tray (Tray A)**

   Allows you to load large-sized paper in the multi bypass tray (Tray A).

10. **Finisher SR5050**

    Sorts, stacks, and staples multiple sheets of paper. Consists of the following paper trays:

    - Finisher upper tray
    - Finisher shift tray

    Prints can be punched if the optional punch unit is installed on the finisher.

11. **Perfect binder**

    Applies adhesive to the spine of gathered pages to bind them in a booklet.

12. **Wide LCT**

    Holds up to 4,800 sheets of paper. You can load paper whose sizes are up to SRA3 or 13 × $19^{1}/_{5}$. You can connect up to three wide LCTs.

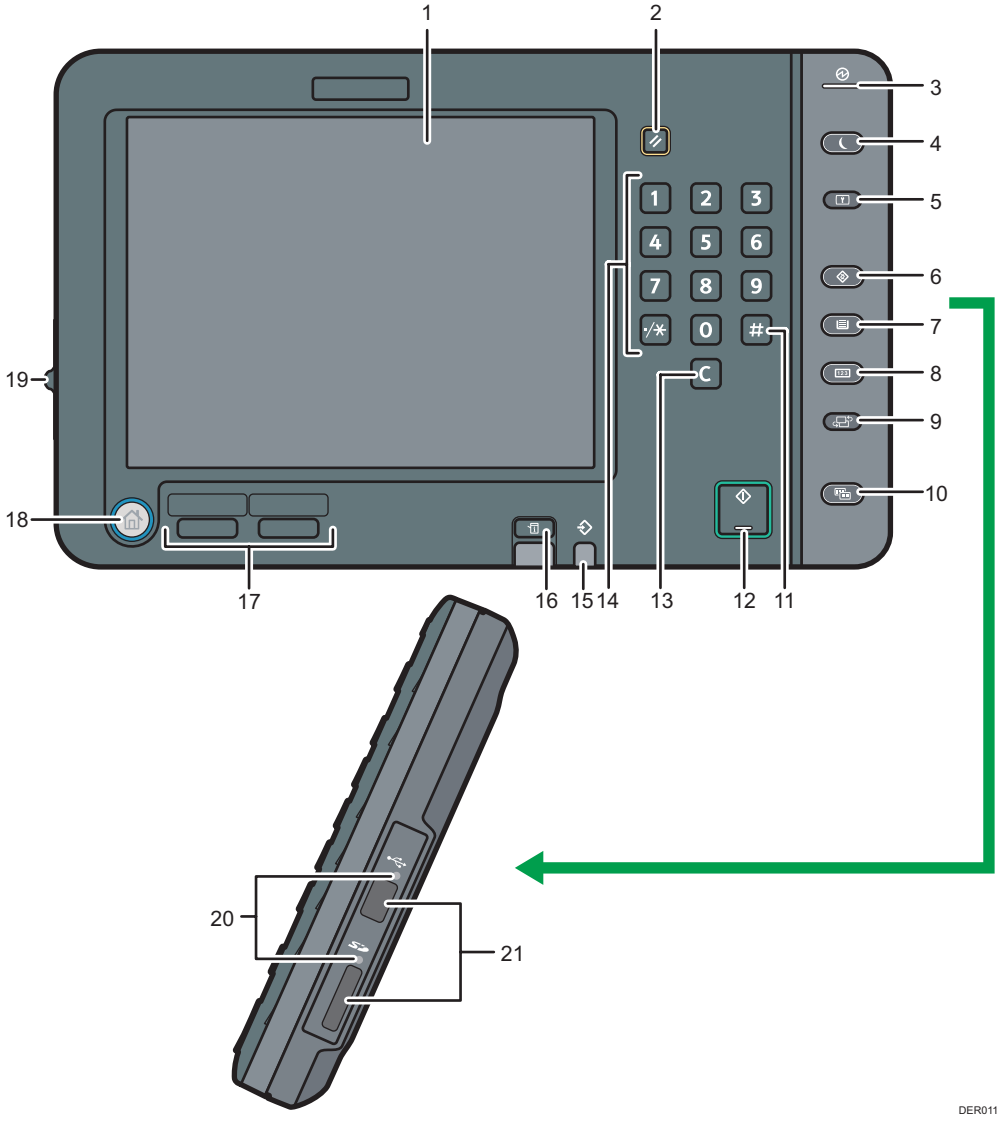
13. **Bridge unit of wide LCT**

    Connects a wide LCT to an additional wide LCT.

14. **Banner sheet tray of wide LCT**

    Allows you to load large-sized paper in the wide LCT.

Guide to the Names and Functions of the Machine's Control Panel



1. **Display panel**

   Displays keys for each function, operation status, or messages. See "How to Use the Screens on the Control Panel", Getting Started.

2. **[Reset] key**

   Press to clear the current settings.

3. **Main power indicator**

   The main power indicator goes on when you turn on the main power switch.

4. **[Energy Saver] key**

   Press to switch to and from Low Power mode or Sleep mode. See "Saving Energy", Getting Started.

   When the machine is in Low Power mode, the [Energy Saver] key is lit. In Sleep mode, the [Energy Saver] key flashes slowly.

5. **[Login/Logout] key**

   Press to log in or log out.

6. **[User Tools] key**

   Press to change the default settings to meet your requirements. See "Accessing User Tools", Connecting the Machine/ System Settings.

   You can find out where to order expendable supplies and where to call when a malfunction occurs. You can also print these details. See "Checking Inquiry using the User Tools", Maintenance and Specifications.

7. **[Paper Setting] key**

   Specify settings for the paper tray. See Paper Settings.

8. **[Counter] key**

   Press to check or print the counter value. See "Counter", Maintenance and Specifications.

9. **[Language] key**

   Press to change the language of the display. See page 20 "Changing the Display Language".

10. **[Simple Screen] key**

    Press to switch to the simple screen. See "Switching Screen Patterns", Getting Started.

11. **[#] key (Enter key)**

    Press to confirm values entered or items specified.

12. **[Start] key**

    Press to start printing a counter list, an inquiry list, or another list.

13. **[Clear] key**

    Press to delete a number entered.

14. **Number keys**

    Use to enter the numbers for copies and data for the selected function.

15. **Data In indicator (printer mode)**

    Flashes when the machine is receiving print jobs from a computer.

16. **[Check Status] key**

    Press to check the machine's system status, operational status of each function, and current jobs. You can also display the job history and the machine's maintenance information.

17. **Function keys**

    No functions are registered to the function keys as a factory default. You can register often used functions and Web pages. For details, see "Configuring function keys", Getting Started.

18. **[Home] key**

    Press to display the [Home] screen. For details, see page 21 "How to Use the [Top] Screen and the [Home] Screen".

19. **Screen brightness slider**

    Adjusts display panel brightness.

20. **Media access lamp**

    Lights up when a memory storage device is inserted in the media slot.

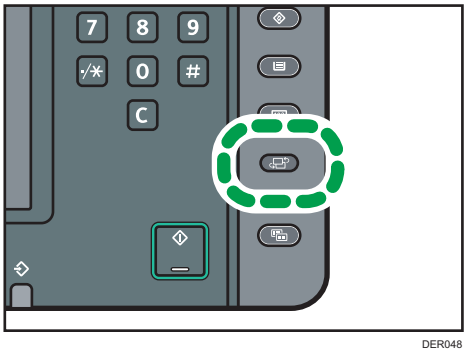
21. **Media slots**

    Use to insert an SD card or a USB flash memory device.

Changing the Display Language

You can change the language used on the display. English is set as default.

1. **Press the [Language] key until the language you want to display appears.**



DER048

How to Use the [Top] Screen and the [Home] Screen

When you press the [Home] key just after the machine is turned on, the [Top] screen is displayed.

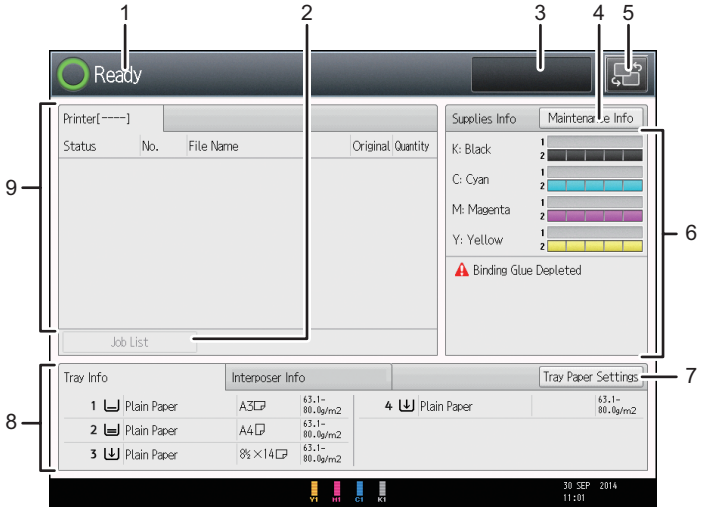
Using the [Top] screen, you can check the toner status and paper status.

The icons of each function are displayed on the [Home] screen.

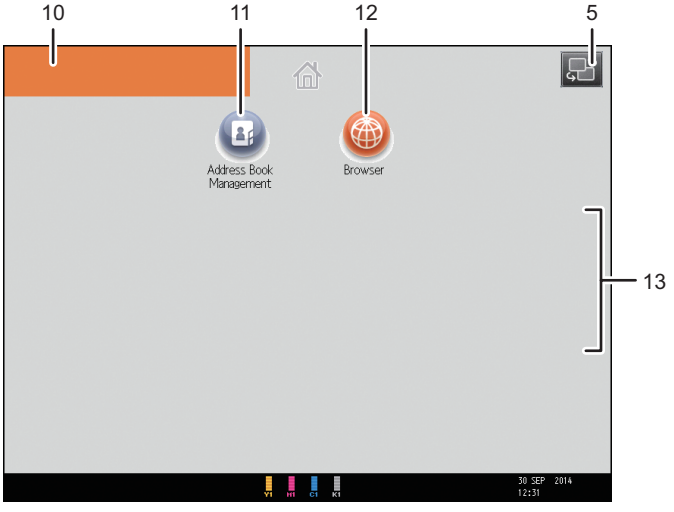
You can add shortcuts to Web pages to the [Home] screen. The icons of added shortcuts appear on the [Home] screen. Web pages can be recalled easily by pressing the shortcuts.

To display the [Home] screen, press the [Home] key. If the [Home] screen does not appear, press the icon at the upper right corner of the screen to switch to the menu screen.

[Top] screen



[Home] screen



DET011

1. **Operational status and messages**

   Displays operational status and messages.

2. **[Job List]**

   Press to display the job list screen for the color controller.

3. **Estimated time**

   Refer to the job list screen for the color controller.

4. **[Maintenance Info]**

   Press to display the [Maintnc./Inquiry/Mach. Info] tab on the [Check Status] screen.

5. **Switch screens**

   Press to switch between the [Home] screen and the [Top] screen.

6. **[Supplies Info]**

   Displays the information about supplies, such as the remaining amount of toner.

7. **[Tray Paper Settings]**

   Press to display the [Tray Paper Settings] screen.

8. **[Tray Info]/ [Interposer Info]**

   Displays the status of the paper trays and the interposer.

9. **[Job List]**

   Refer to the job list screen for the color controller.

10. **Home screen image**

    You can display an image on the [Home] screen, such as a corporate logo. To change the image, see "Displaying an Image on the [Home] Screen", Convenient Functions.

11. **[Address Book Management]**

    Press to display the Address Book.

    For details about how to use the Address Book, see "Address Book", Connecting the Machine/ System Settings.

12. **[Browser]**

    Press to display Web pages.

    For details about how to use the browser function, see "Using the Browser Function", Convenient Functions.

13. ▲/▼

    Press to switch pages when the icons are not displayed on 1 page.

Adding Icons to the [Home] Screen

You can add the function and shortcuts to Web pages.

You can also review icons of functions and embedded software applications that you deleted from the [Home] screen.

Note

- Shortcut names of up to 32 characters can be displayed in a standard screen. If the name of the shortcut is longer than 32 characters, the 32nd character is replaced with "...". Only 30 characters can be displayed in a simple screen. If the name of the shortcut is longer than 30 characters, the 30th character is replaced with "...".
- For details about the procedure for registering Web pages to Favorites, see "Specifying the Settings for Favorites", Convenient Functions.
- Shortcuts to Web pages that are registered to Common Favorites can be registered to the [Home] screen. When user authentication is enabled, shortcuts to Web pages that are registered to Favorites by User can also be registered to a user's [Home] screen.
- You can register up to 72 function and shortcut icons. Delete unused icons if the limit is reached. For details, see "Deleting an Icon on the [Home] Screen", Convenient Functions.
- You can change the position of icons. For details, see "Changing the Order of Icons on the [Home] Screen", Convenient Functions.

Adding icons to the [Home] screen using Web Image Monitor

1. **Start Web Image Monitor.**

   For details, see "Using Web Image Monitor", Connecting the Machine/ System Settings.

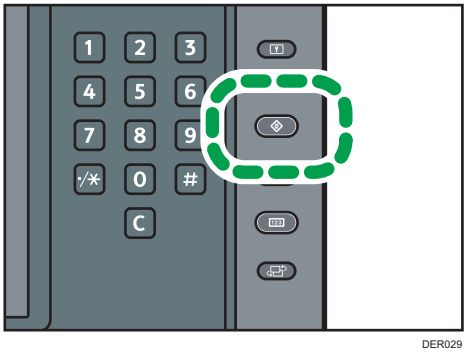
2. **Log in to Web Image Monitor.**

3. To add icons to the default [Home] screen, point to [Device Management], and then click [Device Home Management]. To add icons to a user's [Home] screen, point to [Customize Screen per User].
4. Click [Edit Icons].
5. Point to [+Icon can be added.] of the position that you want to add, and then click [+ Add].
6. Select the function or shortcut icon you want to add.
7. Click [OK] four times.

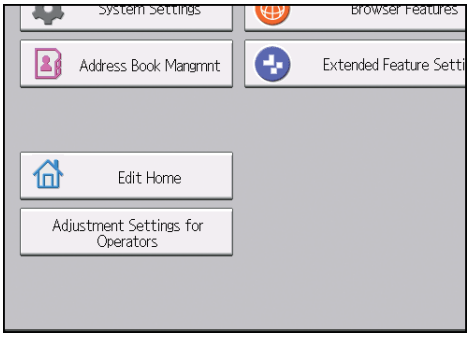
Adding icons to the [Home] screen using the User Tools

In the following procedure, a shortcut icon is registered to the [Home] screen.

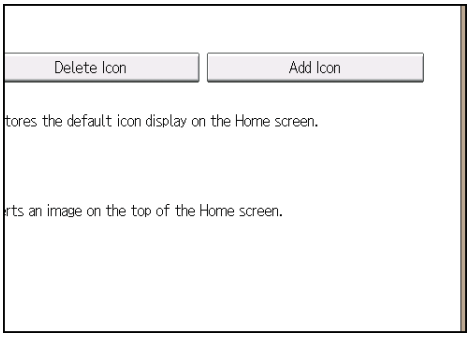
1. Press the [User Tools] key.



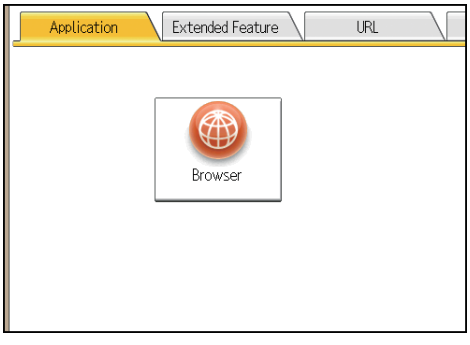
2. Press [Edit Home].



3. Press [Add Icon].

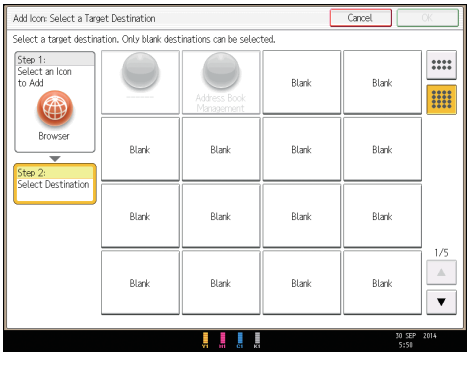


4. Press the [Application] tab.

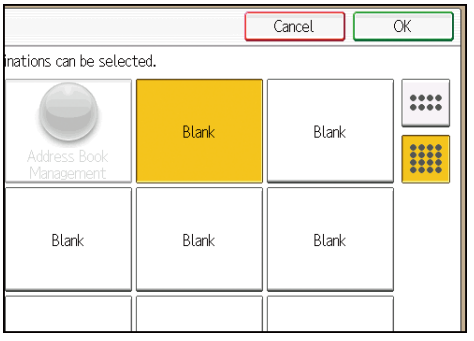


5. Select the application you want to add.

6. Specify the position where [Blank] is displayed.



7. **Press [OK].**



8. **Press the [User Tools] key.**

Note

- Press on the upper-right corner of the screen to check the position on the simple screen.

Turning On/Off the Power

Important

- **Do not repeatedly push the main power switch.**
- **When you push the main power switch, wait at least 20 seconds after you confirm the main power indicator has lit up or gone out.**
- **If the main power indicator does not light up or go out in 10 minutes after you push the main power switch, contact your service representative.**

The main power switch is on the left side of the machine. When this switch is turned on, the main power turns on and the main power indicator on the right side of the control panel lights up. When this switch is turned off, the main power turns off and the main power indicator on the right side of the control panel goes out. When this is done, machine power is off.

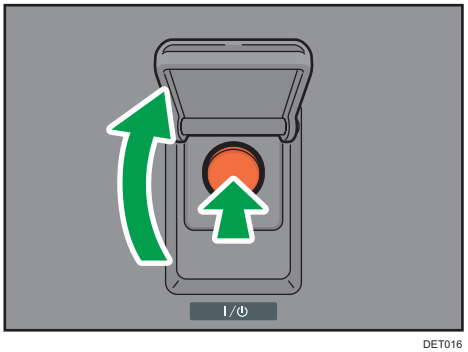
This machine uses two power cords. Connect each power plug to separate power sources with independent breakers.

Confirm how much power the options draw, and then plug them into an outlet that is nearby but separate from the outlet that the main machine is plugged into.

Turning On the Main Power

1. **Make sure the power cord is firmly plugged into the wall outlet.**
2. **Open the main power switch cover, and then push the main power switch.**

   The main power indicator goes on.



DET016

Turning Off the Main Power

⚠CAUTION

- When disconnecting the power cord from the wall outlet, always pull the plug, not the cord. Pulling the cord can damage the power cord. Use of damaged power cords could result in fire or electric shock.

Important

- **Do not turn off the power while the machine is in operation.**
- **Do not hold down the main power switch while turning off the main power. Doing so forcibly turns off the machine's power and may damage the hard disk or memory and cause malfunctions.**

1. **Open the main power switch cover, and then push the main power switch.**

   The main power indicator goes out. The main power turns off automatically when the machine shuts down. If the screen on the control panel does not disappear, contact your service representative.

Logging In the Machine

When the Authentication Screen Is Displayed

If Basic Authentication, Windows Authentication, or LDAP Authentication is active, the authentication screen appears on the display. The machine only becomes operable after entering your own Login User Name and Login Password. If User Code Authentication is active, you cannot use the machine until you enter the User Code.

If you can use the machine, you can say that you are logged in. When you go out of the operable state, you can say that you are logged out. After logging in the machine, be sure to log out of it to prevent unauthorized usage.

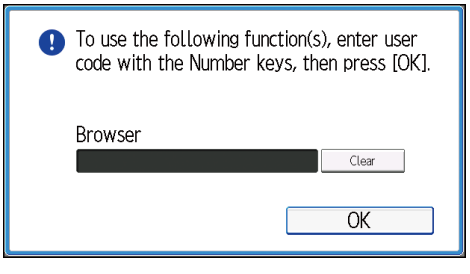
Important

- **Ask the user administrator for the Login User Name, Login Password, and User Code. For details about user authentication, see Security Guide.**
- **User Code to enter on User Code Authentication is the numerical value registered in the Address Book as "User Code".**

User Code Authentication Using the Control Panel

If User Code Authentication is active, a screen prompting you to enter a User Code appears.

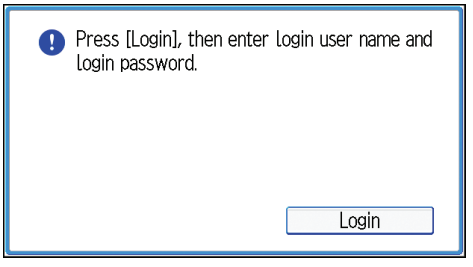
1. **Enter a User Code (up to eight digits), and then press [OK].**



Logging In Using the Control Panel

This section explains the procedure for logging in to the machine when Basic Authentication, Windows Authentication, or LDAP Authentication is set.

1. **Press [Login].**



2. **Enter a Login User Name, and then press [OK].**
3. **Enter a Login Password, and then press [OK].**

   When the user is authenticated, the screen for the function you are using appears.

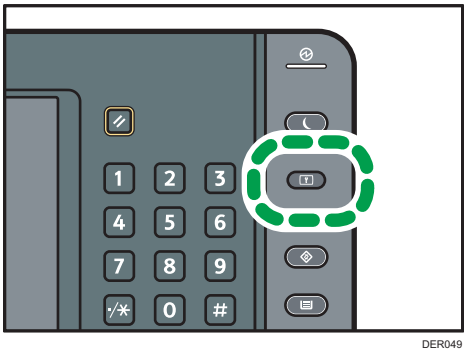
Logging Out Using the Control Panel

This section explains the procedure for logging out the machine when Basic Authentication, Windows Authentication, or LDAP Authentication is set.

Important

- **To prevent use of the machine by unauthorized persons, always log out when you have finished using the machine.**

1. **Press the [Login/Logout] key.**



DER049

2. **Press [Yes].**

3. Web Image Monitor

This chapter describes frequently used Web Image Monitor functions and operations. For the information not included in this chapter, see Connecting the Machine/ System Settings on the supplied CD-ROM or Web Image Monitor Help.

Displaying Top Page

This section explains the Top Page and how to display Web Image Monitor.

Important

- **When entering an IPv4 address, do not begin segments with zeros. For example: If the address is "192.168.001.010", you must enter it as "192.168.1.10".**

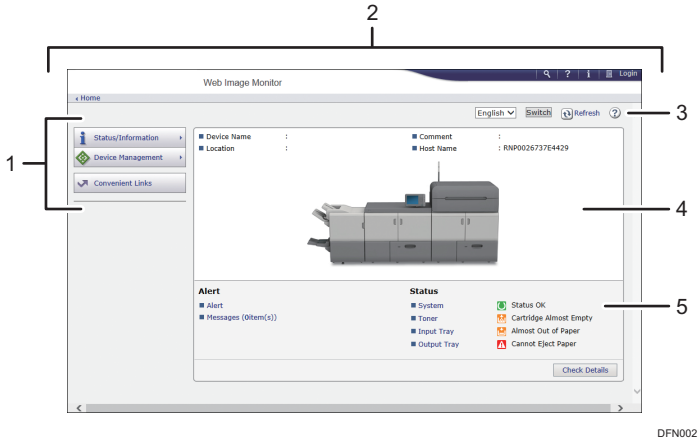
1. **Start your web browser.**
2. **Enter "http://(machine's IP address or host name)/" in your web browser's URL bar.**

   Top Page of Web Image Monitor appears.

   If the machine's host name has been registered on the DNS or WINS server, you can enter it.

   When setting SSL, a protocol for encrypted communication, under environment which server authentication is issued, enter "https://(machine's IP address or host name)/".

   Web Image Monitor is divided into the following areas:



1. **Menu area**

   If you select a menu item, its content will be shown.

2. **Header area**

   Display icons for the links to Help and the keyword search function. This area also displays [Login] and [Logout], which allows you to switch between the administrator and guest mode.

3. **Refresh/Help**

(Refresh): Click at the upper right in the work area to update the machine information. Click the web browser's [Refresh] button to refresh the entire browser screen.

(Help): Use Help to view or download Help file contents.

4. **Basic Information area**

Display the basic information of the machine.

5. **Work area**

Display the contents of the item selected in the menu area.

4. Adding Paper and Toner

This chapter describes how to load paper into the paper tray and recommended paper sizes and types.

Loading Paper

Precautions for Loading Paper

⚠CAUTION

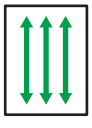
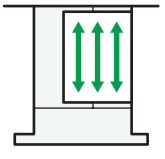
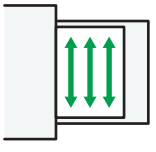
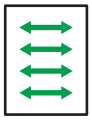
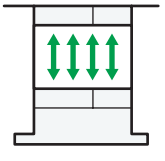
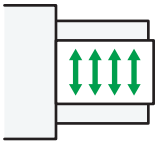
- When loading paper, take care not to trap or injure your fingers.

Important

- **Do not stack paper over the limit mark.**

Jams and misfeeds can occur when printing on thick glossy sheets. To prevent such problems, be sure to fan glossy sheets thoroughly before loading them.

When loading paper, set the paper direction according to its grain, as shown in the following diagram:

Direction of paper grain	Trays 1-2 or the wide LCT	Multi bypass tray (Tray A)
		
		

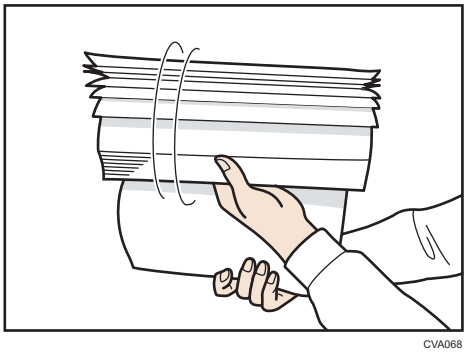
Note

- Even if paper is loaded as described above, normal operations and print quality might still not be possible, depending on the paper type.
- Prints might be noticeably curled. Flatten out prints if they are creased or curled. For details about settings for flattening out curled paper, see "Adjustment Settings for Operators", Paper Settings.
- To prevent multiple sheets from being fed at once, fan the paper before loading it.
- If you load paper when only a few sheets of paper remain in the tray, multiple sheet feeding may occur. Remove any remaining paper, stack them with the new sheets of paper, and then fan the entire stack before loading it into the tray.

- Straighten curled or warped paper before loading.
- When paper in trays that are set to automatically eject unnecessary tab stock sheets runs out, reload the tab stock from the beginning of the cycle (the first sheet).
- When you load paper into the paper tray for the first time or when you change the size or type of paper in the paper tray, be sure to specify the appropriate paper settings in Tray Paper Settings. For details, see "Changing Tray Paper Settings", Paper Settings.
- For details about the paper sizes and types that can be used, see page 44 "Recommended Paper Sizes and Types".
- You might at times hear a rustling noise from paper moving through the machine. This noise does not indicate a malfunction.

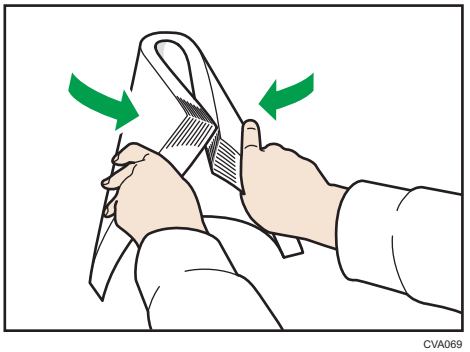
Fanning the paper

1. **Loosen the stack by riffling the sheets.**

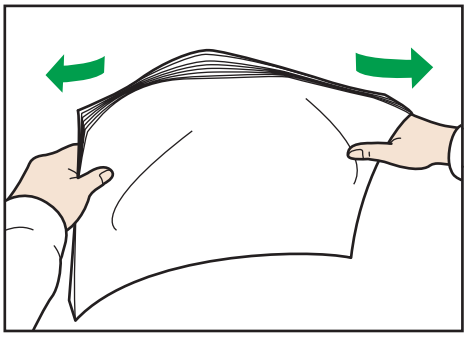


CVA068

2. **Holding its shorter ends, flex the stack back and forth to create space between the sheets. Repeat this several times.**

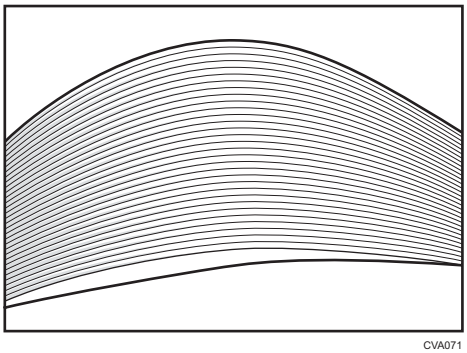


CVA069



CVA070

3. Make sure there is space between the sheets.



CVA071

Loading Paper into Trays 1, 2, and the Wide Large Capacity Tray

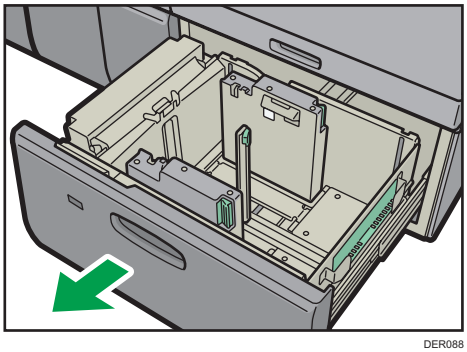
Each paper tray is loaded in the same way.

The wide LCT is identified as Tray 3, Tray 4, Tray 5, Tray 6, Tray 7, and Tray 8.

Important

- Check the paper edges are aligned at the left side.

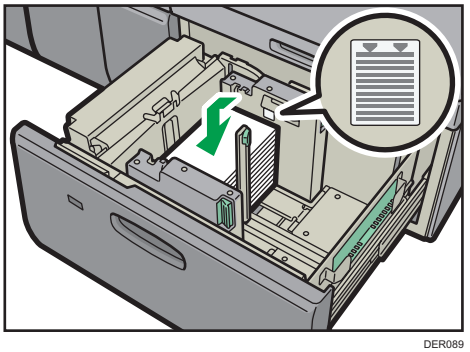
1. Check that paper in the paper tray is not being used, and then pull the tray carefully out until it stops.



DER088

2. **Load paper into the paper tray with print side up.**

   Do not stack paper over the limit mark.



DER089

3. **Carefully push the paper tray fully in.**

Note

- Various sizes of paper can be loaded in Trays 1, 2, and the wide LCT by adjusting the positions of side fence and end fence. For details, see "Changing the Paper Size in Trays 1, 2, and the Wide Large Capacity Tray", Paper Specifications and Adding Paper.
- You can load envelopes in Trays 1, 2, and the wide LCT. When loading envelopes, place them in the correct orientation. For details, see page 55 "Envelopes".
- When using auto tray switching, covers, or slip sheets, the lamp on the front of the tray being used will stay lit until printing is complete. While the lamp is lit, paper cannot be replenished.

Loading Paper into the Multi Bypass Tray (Tray A)

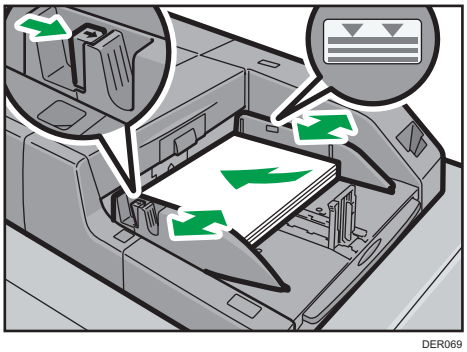
Use the multi bypass tray (Tray A) to use transparencies, translucent paper, and paper that cannot be loaded in the paper trays.

Important

- **The maximum number of sheets you can load at the same time depends on paper type. Do not stack paper over the limit mark. For the maximum number of sheets you can load, see page 44 "Recommended Paper Sizes and Types".**
- **Check the paper edges are aligned at the left side.**
- **When loading a low number of sheets, be sure not to squeeze the side fences in too tightly. If the side fences are squeezed too tightly against the paper, the edges may crease, the paper may misfeed, or if it weighs between 52.3–63.0 g/m^2 (14.0–16.9 lb. Bond), it may wrinkle.**

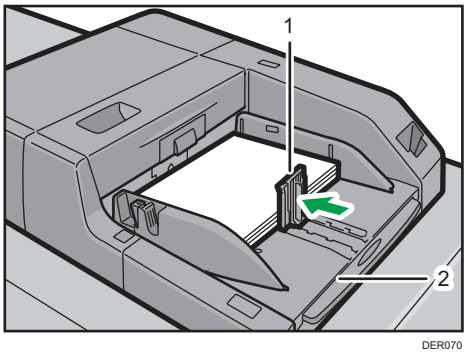
1. **Set the side fences to the paper size, and then square the paper and load it print side up.**

   Do not stack paper over the limit mark.



DER069

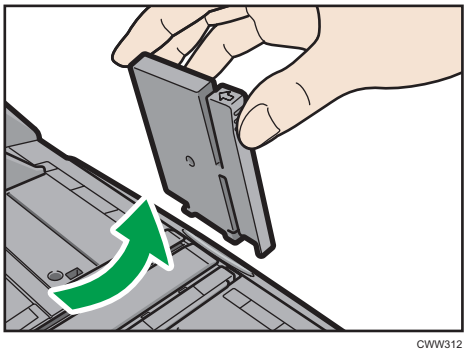
2. Set the end fence.



DER070

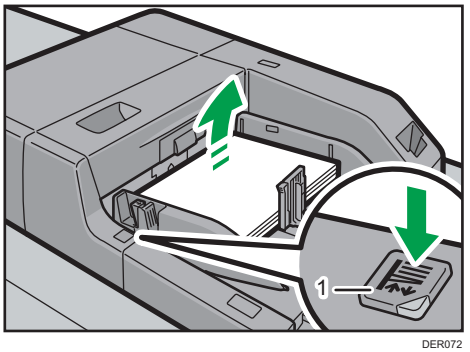
1. **End fence**
2. **Extender**

To remove the end fence, slide it to the right by pressing the stopper down.



CWW312

3. **Press the elevator switch on the multi bypass tray (Tray A).**



1. **Elevator switch**

The lamp of the elevator switch is blinking while the tray is going up, and keeps lit when it stops.

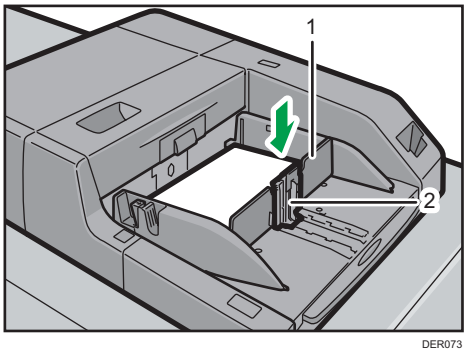
Press the elevator switch to move down the tray if you want to either add paper or remove jammed ones.

Note

- Pull the extender out when loading A4⬓, $8\frac{1}{2} \times 11$⬓ or larger sheets in the multi bypass tray (Tray A).
- Letterhead paper must be loaded in a specific orientation. For details, see page 42 "Loading Orientation-fixed Paper or Two-sided Paper".
- You can load envelopes into the multi bypass tray (Tray A). Envelopes must be loaded in a specific orientation. For details, see page 55 "Envelopes".
- Specify the sizes of paper that are not automatically detected. For details about the sizes that can be detected automatically, see page 44 "Recommended Paper Sizes and Types". For details about how to specify sizes, see "Changing to a Size That Is Not Automatically Detected", Paper Specifications and Adding Paper.

Loading tab stock into the multi bypass tray (Tray A)

When setting tab stock, always use the tab fence. Tabs must be set at the right side of the multi bypass tray (Tray A).



DER073

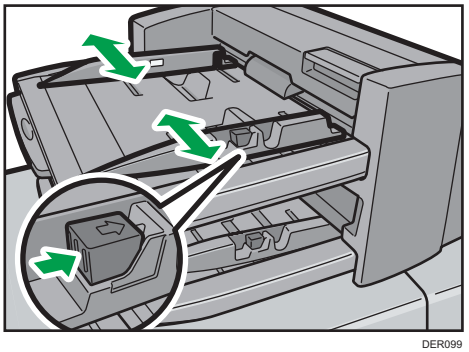
1. **Tab fence**
2. **End fence**

Loading Paper into the Interposer

Important

- Do not place anything on top of or leave documents on the sensor. This may lead to the paper size not being correctly scanned or paper jams.

1. **While pressing the release lever, align the side fences with the paper size to be loaded.**

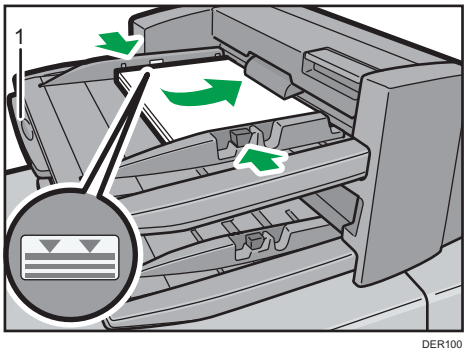


DER099

2. **Load paper orderly.**

   Do not stack paper over the limit mark.

   Align the side fences gently against the paper you loaded, if necessary.



1. **Paper extender**

Note

- Load paper with its printed side up (the front side). If you are using the booklet finisher, load sheets print side down.
- Load paper in the interposer in the same orientation as paper in the paper tray.
- The staple position or punch hole position will be on the left side of the paper, when you are facing the machine.
- When loading paper larger than A4 ($8\frac{1}{2} \times 11$)⊐, pull out the paper extender.

Loading Cover Sheets into the Interposer of the Perfect Binder

Important

- **The length/size of cover sheets depends on the thickness of the spine.**
- **Load paper in the ⊐ orientation.**
- **Do not place anything on top of or leave documents on the sensor. This may lead to the paper size not being correctly detected or paper jams.**

Estimating the thickness of the spine

This section explains how to calculate the approximate spine thickness and the cover sheet length and size.

Note that the length and size of a cover sheet depends on the thickness of the book block spine.

The following list shows examples for A4 or $8\frac{1}{2} \times 11$ size, 80.0 g/m^2 (20.0 lb. Bond) paper:

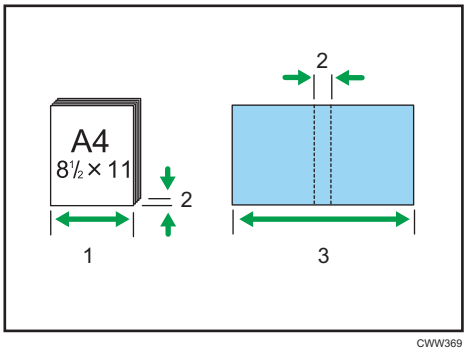
- 10-sheet book block: 1 mm (0.04 inches)
- 30-sheet book block: 3 mm (0.12 inches)
- 50-sheet book block: 5 mm (0.20 inches)
- 80-sheet book block: 8 mm (0.32 inches)
- 100-sheet book block: 10 mm (0.40 inches)

- 200-sheet book block: 20 mm (0.80 inches)

Specify the cover sheet size based on the thickness of the book block spine. Use the following equation to calculate the length of the cover sheet:

Minimum length of cover sheet (mm/inch) = "length of book block sheet (mm/inch)" × 2 + "thickness of spine (mm/inch)"

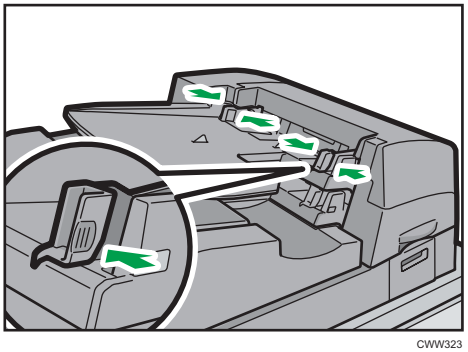
To perfect bind a booklet with the following dimensions, specify a cover sheet length of at least 440 mm (17.4 inches):



CWW369

1. **Length of book block sheet**
2. **Thickness of spine**
3. **Length of cover sheet**

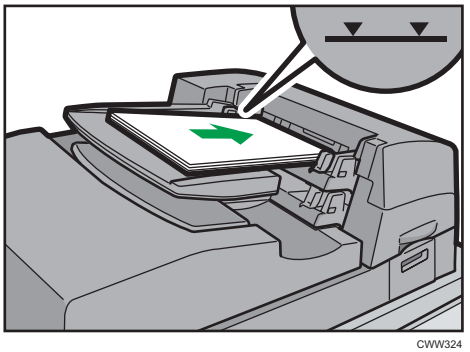
1. **While lightly pinching the side fence, align it with the paper size to be loaded.**



CWW323

2. **Load paper face up and neatly stacked.**

Do not stack paper over the limit mark.



CWW324

Note

- You cannot perfect bind a booklet if the thickness of the book block's spine exceeds 23 mm (0.9 inches).
- Depending on your machine, the procedure for selecting the orientation of covers and originals might be slightly different. For details, refer to the procedure for your machine.
- When loading thick paper of 251.0 g/m^2 (138.8 lb. Index) or heavier in the interposer trays of the perfect binder, make sure the grain of the paper is perpendicular to the feed direction.
- If you are loading sheets that are likely to stick together (such as sheets of coated paper), be sure to fan them thoroughly before loading. Fanning them will help prevent jams and allow them to be fed in one sheet at a time.
- The perfect binding process may scratch glossy paper.

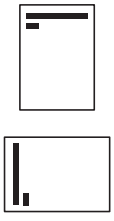
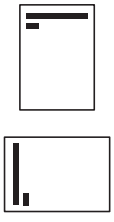
Loading Orientation-fixed Paper or Two-sided Paper

Use the settings and paper orientations shown below to ensure the printer prints onto orientation-fixed paper (such as letterhead or continuous stationery) correctly. Place paper as shown below.

Paper orientation

The meanings of the icons are as follows:

Icon	Meaning
	Load paper printed side face up.

Print side	Trays 1-2, Multi bypass tray (Tray A), or wide LCT
One-sided	
Two-sided	

Note

- To print on letterhead paper, specify the appropriate paper type in the printer driver's settings.
- Press the [Paper Setting] key, specify [Letterhead] as "Paper Type" for the paper tray you want to use. See "Changing Tray Paper Settings", Paper Settings.

Recommended Paper

Recommended Paper Sizes and Types

This section describes recommended paper sizes and types.

Important

- **If you use paper that curls, either because it is too dry or too damp, a staple clogging or paper jam may occur.**
- **Do not use paper designed for inkjet printers, as these may stick to the fusing unit and cause a misfeed.**
- **When you load transparencies, check the front and back of the sheets, and place them correctly, or a misfeed might occur.**

Trays 1, 2, and Wide LCT (Trays 3 to 8)[*1, *14]

Paper type and weight	Paper size	Paper capacity
52.3–400.0 g/m^2 (14.0 lb. Bond–221.0 lb. Index) Paper Weight 1–Paper Weight 9[*2]	Paper sizes that can be detected automatically:[*3] Region A A3□[*4], A4□□, A5□□, B4 JIS□, 11 × 17□[*4], 8 1/2 × 14□, 8 1/2 × 11□, 8 × 13□, 7 1/4 × 10 1/2□, 5 1/2 × 8 1/2□, 12 × 18□[*4], 13 × 19 1/5□[*4], SRA3□[*4], SRA4□ Region B A3□[*4], A4□, A5□, B4 JIS□, 11 × 17□[*4], 8 1/2 × 14□, 8 1/2 × 11□□, 8 × 13□, 7 1/4 × 10 1/2□, 5 1/2 × 8 1/2□□, 12 × 18□[*4], 13 × 19 1/5□[*4], SRA3□[*4], SRA4□	2,400 sheets

Paper type and weight	Paper size	Paper capacity
52.3–400.0 g/m^2 (14.0 lb. Bond–221.0 lb. Index) Paper Weight 1–Paper Weight 9*2	Select the paper size using the Tray Paper Settings menu: Region A B5 JIS*5, $8^1/_2$ × 13*5, $8^1/_2$ × 11*5, $8^1/_4$ × 14*5, $8^1/_4$ × 13*5, 8 × 10*5, $7^1/_4$ × $10^1/_2$*5, $5^1/_2$ × $8^1/_2$*5, 8K*5, 16K*5, 11 × 15*5, 11 × 14*5, 10 × 15*5, 10 × 14*5, 13 × 19, $12^3/_5$ × $19^1/_5$, $12^3/_5$ × $18^1/_2$, 13 × 18, SRA4*5, 226 × 310 mm*5, 310 × 432 mm, $4^1/_5$ × $5^1/_2$*5 Region B A4*5, A5*5, B5 JIS*5, $8^1/_2$ × 13*5, $8^1/_4$ × 14*5, $8^1/_4$ × 13*5, 8 × 10*5, $7^1/_4$ × $10^1/_2$*5, 8K*5, 16K*5, 11 × 15*5, 11 × 14*5, 10 × 15*5, 10 × 14*5, 13 × 19, $12^3/_5$ × $19^1/_5$, $12^3/_5$ × $18^1/_2$, 13 × 18, SRA4*5, 226 × 310 mm*5, 310 × 432 mm, $4^1/_5$ × $5^1/_2$*5	2,400 sheets
52.3–400.0 g/m^2 (14.0 lb. Bond–221.0 lb. Index) Paper Weight 1–Paper Weight 9*2	Custom size: *6 Region A Vertical: 100.0–330.2 mm Horizontal: 139.7–487.7 mm Region B Vertical: 3.94–13.00 inches Horizontal: 5.50–19.20 inches	2,400 sheets*7

Paper type and weight	Paper size	Paper capacity
Coated: Glossy Coated: Matte	Paper sizes that can be detected automatically: Region A A3, A4, A5, B4 JIS, 11 × 17, 8 1/2 × 14, 8 1/2 × 11, 8 × 13, 7 1/4 × 10 1/2, 5 1/2 × 8 1/2, 12 × 18, 13 × 19 1/5, SRA3, SRA4 Region B A3, A4, A5, B4 JIS, 11 × 17, 8 1/2 × 14, 8 1/2 × 11, 8 × 13, 7 1/4 × 10 1/2, 5 1/2 × 8 1/2, 12 × 18, 13 × 19 1/5, SRA3, SRA4	–
Coated: Glossy Coated: Matte	Select the paper size using the Tray Paper Settings menu: Region A B5 JIS, 8 1/2 × 13, 8 1/2 × 11, 8 1/4 × 14, 8 1/4 × 13, 8 × 10, 7 1/4 × 10 1/2, 5 1/2 × 8 1/2, 8K, 16K, 11 × 15, 11 × 14, 10 × 15, 10 × 14, 13 × 19, 12 3/5 × 19 1/5, 12 3/5 × 18 1/2, 13 × 18, SRA4 Region B A4, A5, B5 JIS, 8 1/2 × 13, 8 1/4 × 14, 8 1/4 × 13, 8 × 10, 7 1/4 × 10 1/2, 8K, 16K, 11 × 15, 11 × 14, 10 × 15, 10 × 14, 13 × 19, 12 3/5 × 19 1/5, 12 3/5 × 18 1/2, 13 × 18, SRA4	–

Paper type and weight	Paper size	Paper capacity
Coated: Glossy Coated: Matte	Custom size: Region A Vertical: 139.7–330.2 mm Horizontal: 139.7–487.7 mm Region B Vertical: 5.50–13.00 inches Horizontal: 5.50–19.20 inches	–
Translucent paper	A3, A4, B5 JIS	*9
Transparencies	A4, $8\frac{1}{2} \times 11$	*9
Tab stock*10	A4, $8\frac{1}{2} \times 11$	–
Label paper	A4, $8\frac{1}{2} \times 11$	–
Envelopes*8	*11, *12, *13 240 × 332 mm, 235 × 120 mm, 120 × 235 mm, 105 × 241 mm, 110 × 220 mm	*15

*1 You can install the banner sheet tray for Tray 3, 5, or 7.

*2 When paper whose horizontal length is 487.8 mm (19.20 inches) or more is specified, the maximum paper weight of the tray is Paper Weight 7.

*3 When the banner sheet tray is installed, paper sizes are not detected automatically.

*4 When the banner sheet tray is installed, select the paper size using the Tray Paper Settings menu.

*5 When the banner sheet tray is installed, you cannot select paper sizes.

*6 When the banner sheet tray is installed, up to 800 sheets of paper that is 420.0–700.0 mm (16.54–27.55 inches) long can be fed.

*7 When the horizontal length of paper is 420.0–559.9 mm (16.54–22.00 inches), paper capacity is 800 sheets. When the horizontal length of paper is 560.0–700.0 mm (22.00–27.55 inches), paper capacity is 1,100 sheets.

*8 When the banner sheet tray is installed, you cannot select paper types.

*9 The maximum number of sheets you can set at once depends on the paper's thickness and condition.

*10 The tab fence is required.

*11 Open the flaps, and load the envelopes with their flaps pointed toward the right side of the paper tray.

*12 Enter the sizes of the envelopes including their flap sizes using the Tray Paper Settings function.

*13 Sizes do not include flap sizes.

*14 Flatten curls so that they fit within the following guidelines.

- 52.3–299.9 g/m^2 paper: Curl height 5 mm (0.2 inches) or below, R over 100 mm (3.94 inches).
- 300–400 g/m^2 paper: Curl height 3 mm (0.12 inches) or below, R over 100 mm (3.94 inches).

*15 Flatten the curl on the envelope, then set the difference of the stack height of the bottom of the envelope and the stack height of the flap portion to be 10 mm (0.4 inches) or below.

Multi bypass tray (Tray A)

Paper type and weight	Paper size	Paper capacity
52.3–216.0 g/m^2 (14.0 lb. Bond–79.9 lb. Cover) Paper Weight 1–Paper Weight 5	Paper sizes that can be detected automatically: Region A A3, A4, A5, A6, B4 JIS, B5 JIS, 11 × 17, 8 1/2 × 11, 8 × 13, 5 1/2 × 8 1/2, 12 × 18 Region B A3, A4, A5, A6, B4 JIS, B5 JIS, 11 × 17, 8 1/2 × 11, 8 × 13, 5 1/2 × 8 1/2, 12 × 18	500 sheets

Paper type and weight	Paper size	Paper capacity
52.3–216.0 g/m^2 (14.0 lb. Bond–79.9 lb. Cover) Paper Weight 1–Paper Weight 5	*1 Region A B5 JIS, B6 JIS, 8 1/2 × 14, 8 1/2 × 13, 8 1/2 × 11, 8 1/4 × 14, 8 1/4 × 13, 8 × 10, 7 1/4 × 10 1/2, 5 1/2 × 8 1/2, 8K, 16K, 11 × 15, 11 × 14, 10 × 15, 10 × 14, 13 × 19 1/5, 13 × 19, 12 3/5 × 19 1/5, 12 3/5 × 18 1/2, 13 × 18, SRA3, SRA4, 226 × 310 mm, 226 × 310 mm, 310 × 432 mm, 4 1/5 × 5 1/2 Region B A4, A5, B5 JIS, B6 JIS, 8 1/2 × 14, 8 1/2 × 13, 8 1/4 × 14, 8 1/4 × 13, 8 × 10, 7 1/4 × 10 1/2, 8K, 16K, 11 × 15, 11 × 14, 10 × 15, 10 × 14, 13 × 19 1/5, 13 × 19, 12 3/5 × 19 1/5, 12 3/5 × 18 1/2, 13 × 18, SRA3, SRA4, 226 × 310 mm, 310 × 432 mm, 4 1/5 × 5 1/2	500 sheets
52.3–216.0 g/m^2 (14.0 lb. Bond–79.9 lb. Cover) Paper Weight 1–Paper Weight 5	Custom size:*2 Region A Vertical: 100.0–330.2 mm Horizontal: 139.7–487.7 mm*3 Region B Vertical: 3.94–13.00 inches Horizontal: 5.50–19.20 inches*3	500 sheets

Paper type and weight	Paper size	Paper capacity
Translucent paper	A3, A4, B5 JIS	*4
Transparencies	A4, 8 1/2 × 11	*4
Tab stock*5	A4, 8 1/2 × 11, 8 1/2 × 14	–
Envelopes	Region A Vertical: 100.0–330.2 mm Horizontal: 139.7–487.7 mm Region B Vertical: 3.94–13.00 inches Horizontal: 5.50–19.20 inches	10 sheets

*1 Select the paper size. For details, see "Changing Tray Paper Settings", Paper Settings.

*2 Enter the paper size. For details, see "Changing Tray Paper Settings", Paper Settings.

*3 When the banner sheet tray is installed, the maximum horizontal length of custom size paper is 700.0 mm (27.55 inches).

*4 The maximum number of sheets you can set at once depends on paper thicknesses and conditions.

*5 The tab fence is required.

Interposer

Paper type and weight	Paper size	Paper capacity
64.0–216.0 g/m^2 (17.1 lb. Bond–79.9 lb. Cover) Paper Weight 2–Paper Weight 5	Paper sizes that can be detected automatically: Region A A3, A4, A5, B4 JIS, B5 JIS, 11 × 17, 8 1/2 × 11, 8 × 13, 5 1/2 × 8 1/2, 12 × 18 Region B A3, A4, A5, B4 JIS, B5 JIS, 11 × 17, 8 1/2 × 11, 8 × 13, 5 1/2 × 8 1/2, 12 × 18	200 sheets × 2

Paper type and weight	Paper size	Paper capacity
64.0–216.0 g/m^2 (17.1 lb. Bond–79.9 lb. Cover) Paper Weight 2–Paper Weight 5	Select the paper size using the Tray Paper Settings menu: Region A B5 JIS, 8 1/2 × 14, 8 1/2 × 13, 8 1/2 × 11, 8 1/4 × 14, 8 1/4 × 13, 8 × 10, 7 1/4 × 10 1/2, 5 1/2 × 8 1/2, 8K, 16K, 11 × 15, 11 × 14, 10 × 15, 10 × 14, 13 × 19 1/5, 13 × 19, 12 3/5 × 19 1/5, 12 3/5 × 18 1/2, 13 × 18, SRA3, SRA4, 226 × 310 mm, 310 × 432 mm Region B A4, A5, B5 JIS, 8 1/2 × 14, 8 1/2 × 13, 8 1/4 × 14, 8 1/4 × 13, 8 × 10, 7 1/4 × 10 1/2, 8K, 16K, 11 × 15, 11 × 14, 10 × 15, 10 × 14, 13 × 19 1/5, 13 × 19, 12 3/5 × 19 1/5, 12 3/5 × 18 1/2, 13 × 18, SRA3, SRA4, 226 × 310 mm, 310 × 432 mm	200 sheets × 2
64.0–216.0 g/m^2 (17.1 lb. Bond–79.9 lb. Cover) Paper Weight 2–Paper Weight 5	Custom size: Region A Vertical: 139.7–330.2 mm Horizontal: 139.7–487.7 mm Region B Vertical: 5.50–13.00 inches Horizontal: 5.50–19.20 inches	200 sheets × 2

Interposer of the perfect binder

Paper type and weight	Paper size	Paper capacity
90.0–300.0 g/m^2 (24.1 lb. Bond–165.0 lb. Index) Paper Weight 4–Paper Weight 7	Paper sizes that can be detected automatically: Region A A3□, 13 × 19□ Region B 11 × 17□, 13 × 19□	200 sheets (or up to 24 mm in height) × 2
90.0–300.0 g/m^2 (24.1 lb. Bond–165.0 lb. Index) Paper Weight 4–Paper Weight 7	Select the paper size using the Tray Paper Settings menu: Region A B4 JIS□, 11 × 17□, 8K□, 12 × 18□, 11 × 15□, 13 × $19^1/_5$□, $12^3/_5$ × $19^1/_5$□, $12^3/_5$ × $18^1/_2$□, 13 × 18□, SRA3□, 310 × 432 mm□ Region B A3□, B4 JIS□, 8K□, 12 × 18□, 11 × 15□, 13 × $19^1/_5$□, $12^3/_5$ × $19^1/_5$□, $12^3/_5$ × $18^1/_2$□, 13 × 18□, SRA3□, 310 × 432 mm□	200 sheets (or up to 24 mm in height) × 2
90.0–300.0 g/m^2 (24.1 lb. Bond–165.0 lb. Index) Paper Weight 4–Paper Weight 7	Custom size: Region A Vertical: 257.0–330.2 mm Horizontal: 364.0–487.7 mm Region B Vertical: 10.12–13.00 inches Horizontal: 14.34–19.20 inches	200 sheets (or up to 24 mm in height) × 2

Paper thickness

Paper thickness *1	Metric	Bond paper	Cover paper	Index paper
Paper Weight 1 *2	52.3–63.0 g/m^2	14.0–16.9 lb. Bond	19.0–23.0 lb. Cover	29.0–34.9 lb. Index
Paper Weight 2	63.1–80.0 g/m^2	17.0–21.0 lb. Bond	23.1–29.9 lb. Cover	35.0–44.0 lb. Index
Paper Weight 3	80.1–105.0 g/m^2	21.1–28.0 lb. Bond	30.0–38.9 lb. Cover	44.1–58.0 lb. Index
Paper Weight 4	105.1–163.0 g/m^2	28.1–43.0 lb. Bond	39.0–60.0 lb. Cover	58.1–90.0 lb. Index
Paper Weight 5	163.1–220.0 g/m^2	43.1–58.9 lb. Bond	60.1–80.9 lb. Cover	90.1–121.0 lb. Index
Paper Weight 6	220.1–256.0 g/m^2	59.0–68.0 lb. Bond	81.0–94.0 lb. Cover	121.1–141.0 lb. Index
Paper Weight 7	256.1–300.0 g/m^2	68.1–80.0 lb. Bond	94.1–110.0 lb. Cover	141.1–165.0 lb. Index
Paper Weight 8	300.1–350.0 g/m^2	80.1–93.3 lb. Bond	110.1–128.8 lb. Cover	165.1–193.3 lb. Index
Paper Weight 9	350.1–400.0 g/m^2	93.4–106.9 lb. Bond	128.9–147.0 lb. Cover	193.4–221.0 lb. Index

*1 Print quality will decrease if the paper you are using is close to the minimum or maximum weight. Change the paper weight setting to thinner or thicker.

*2 When loading paper of 52.3–63.0 g/m^2 (14.0–16.9 lb. Bond), the edges may crease or the paper misfeed depending on the paper type.

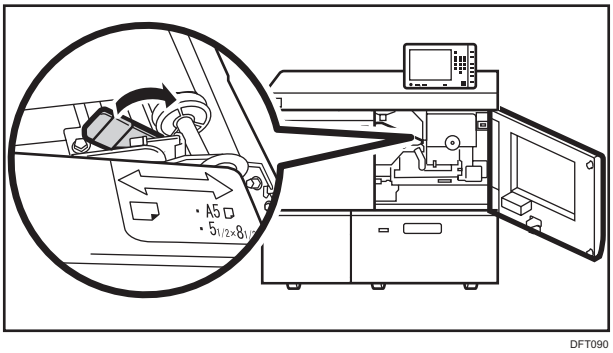
Note

- Certain types of paper, such as translucent paper or transparencies, may produce noise when delivered. This noise does not indicate a problem and print quality is unaffected.
- The paper capacity described in the tables above is an example. Actual paper capacity might be lower, depending on the paper type.
- When loading paper, make sure the stack height does not exceed the limit mark of the paper tray.
- If multiple sheet feeding occurs, fan sheets thoroughly or load sheets one by one from the multi bypass tray (Tray A).

- You can specify whether or not the machine auto detects multi-sheet feeds in paper from every tray. In the Adjustment Settings for Operators menu, you can also specify whether current jobs are suspended or continued when a multi-sheet feed is detected. However, depending on the condition of the paper, the machine may not detect a multi-sheet feed correctly. For details about Adjustment Settings for Operators, see "Adjustment Settings for Operators", Paper Settings.
- Flatten out curled sheets before loading them.
- The Adjust Paper Curl function might not be able to fully remove curl, depending on the type of paper and the direction of its grain. If long grain paper does not uncurl properly, try short grain paper instead. For details about the Adjust Paper Curl function, see "Adjustment Settings for Operators", Paper Settings.
- Depending on the paper's size, the print speed may be slower than usual.
- When loading envelopes, see page 55 "Envelopes".
- When printing onto letterhead paper, the paper placing orientation is different depending on which function you are using. For details, see page 42 "Loading Orientation-fixed Paper or Two-sided Paper".
- The paper types you can select in Tray Paper Settings are only general classifications. Print quality for every kind of paper in a classification is not guaranteed. For details, see "Unusable Paper", Paper Specifications and Adding Paper.
- If the surface of the paper is dusty, white spots might appear on prints. To remove dust, fan the paper thoroughly.
- When loading label paper:
  - Select [Label Paper] for [Paper Type] in [Tray Paper Settings], and select an appropriate paper thickness under [Paper Weight].
- When loading transparencies:
  - To print on transparencies, select [Transparency] for [Paper Type] in [Tray Paper Settings].
  - When you load transparencies, check the front and back of the sheets, and place them correctly, or a misfeed might occur.
  - Fan transparencies thoroughly whenever you use them. This prevents transparencies from sticking together, and from feeding incorrectly.
  - Remove printed sheets one by one.
  - When outputting to the high capacity stacker, specify the output tray as the stacker upper tray. For details, see "General Features", Connecting the Machine/ System Settings.
- When loading translucent paper:
  - When loading translucent paper, always use long grain paper, and set the paper direction according to the grain.
  - Translucent paper easily absorbs humidity and becomes curled. Remove curl in the translucent paper before loading. For details about settings for flattening out curled paper, see "Adjustment Settings for Operators", Paper Settings.

- Remove printed sheets one by one.

- When loading coated paper:
  - If you want to use glossy paper, select [Coated: Glossy] for [Paper Type]. If you want to use matted paper (including silk, dull, and satin paper), select [Coated: Matte] for [Paper Type]. For details about the settings for using coated paper with custom paper, see page 58 "Registering a Custom Paper".
  - When loading coated paper or glossy paper, always fan the paper before using it.
  - If a paper jam occurs or if the machine makes a strange noise when feeding stacks of coated paper, feed the coated paper one sheet at a time.
  - To load coated paper into the wide LCT, you must specify [Coated: Glossy], [Coated: Matte], or [Coated: High Gloss] as the paper type and select an appropriate paper thickness under [Paper Weight].
- When setting colored paper:
  - Depending on the color of the paper, the paper's position may not be detected correctly, causing the paper to jam.
  - When using light-colored paper, specify the paper type as [Color] in [Paper Setting].
  - When using black or dark colored paper, or when specifying the paper type as [Color] in [Paper Setting] does not clear paper jams, specify the paper type as [Black].
  - When specifying the paper type as [Color] or [Black] does not clear paper jams, adjust [Illumination Mode for Color Paper Detection] in [Adjustment Settings for Operators]. For details, see "Adjustment Settings for Operators", Paper Settings.
- To load sheets of paper whose sizes are A5 or $5^1/_2 \times 8^1/_2$:
  - When delivering sheets of paper whose sizes are A5 or $5^1/_2 \times 8^1/_2$, open the left mainframe front cover and turn the lever for A5/Half Letter to the right.



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Envelopes

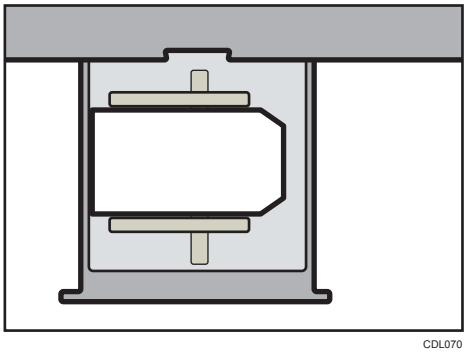
This section describes loading envelopes.

Important

- **Misfeeds might occur depending on the length and shape of the flaps.**
- **Only envelopes that are at least 139.7 mm (5.5 inches) wide can be loaded.**

To print on envelopes, load them into the Wide LCT or multi bypass tray (Tray A), and be sure to specify an appropriate paper type.

To load envelopes, be sure to unfold their flaps and set them in the ▭ orientation with print side face up.



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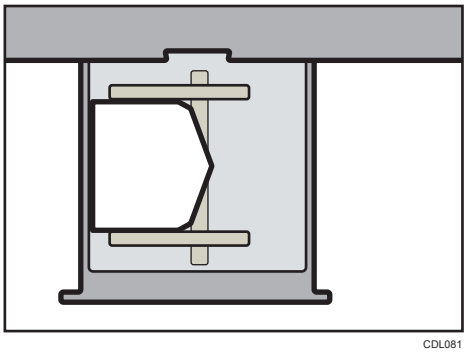
If you are printing onto side-opening envelopes, be sure to unfold their flaps and set them in the ▯ orientation with print side face up. Flaps must be at the right side of the Wide LCT or multi bypass tray (Tray A).



CDL081

Recommended envelopes

For information about recommended envelopes, contact your local dealer.

Storage of envelopes

Keep envelopes stored in sealed plastic bags and remove only the quantity needed. Do not add envelopes during printing, as this might cause misfeeds.

Note

- Be sure to specify the size of the envelope and flap size in [Tray Paper Settings]. For details, see "Changing to a Custom Paper Size", Paper Specifications and Adding Paper.

- When using envelopes, set [Paper Weight] in [Tray Paper Settings] to the same value as two sheets of the paper used for the envelopes.
- Before loading envelopes, press down on them to remove any air inside and to flatten any edges or creases. When loading envelopes, make sure they do not go over the limit mark.
- Place one envelope at a time if you still get any of the following results:
  - The envelope jams
  - The envelope is not fed
  - Multiple envelopes are fed at the same time
- Humidity levels of over 50% can cause envelopes to come out creased or misprinted.
- Certain types of envelopes might come out creased, dirtied, or misprinted. If you are printing a solid color or image on an envelope, lines may appear where the overlapped edges of the envelope make it thicker.
- If the horizontal size of the envelope is 297 mm (11.7 inches) or less, a paper misfeed might occur. If this happens, turn off Skew Detection. For details, see "Adjustment Settings for Operators", Paper Settings.
- When printing on envelopes thicker than 127.0 g/m^2 (47.0 lb. Cover), do not use [Adjust ⌒ Curl: Strong] or [Adjust ⌣ Curl: Strong] for [Adjust Paper Curl] of [Adjustment Settings for Operators].

Registering a Custom Paper

You can register up to 100 custom papers.

Check the product name, size, and type of your paper before registering it.

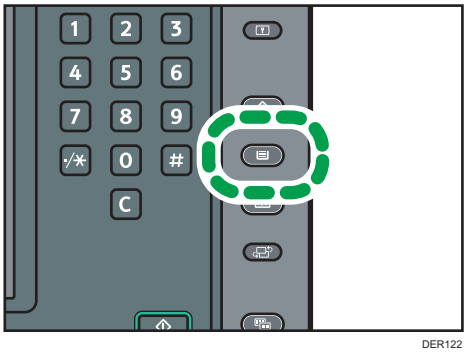
Check that the size and type of your paper are compatible with the paper tray that you want to use. Tray compatibility depends on the paper's size and type. For details about the paper sizes and types that can be used, see page 44 "Recommended Paper Sizes and Types".

Note

- When the number of registered custom papers reaches the maximum, you will not be able to register a new custom paper. Delete any unnecessary custom papers from the list, and then try registering again. For details, see "Deleting a Custom Paper", Paper Settings.

Selecting the Paper's Name from the Paper Library

1. **Press the [Paper Setting] key.**



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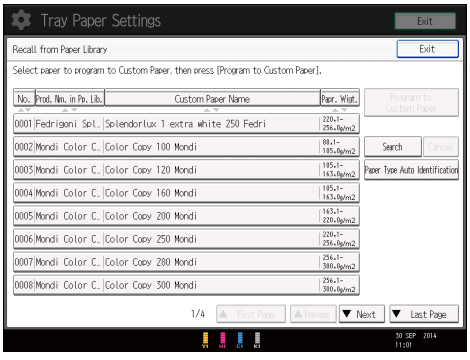
2. **Press [Edit Custom Paper].**
3. **Press [Recall from Paper Library].**
4. **Select the name of the paper that you want to register.**

   Press [▲Previous] or [▼Next] to scroll through the list to find the paper that you want to select.

   You can select two or more types of paper.



5. **Press [Program to Custom Paper].**
6. **Press [Yes].**
7. **Press [Exit] twice.**
8. **Press the [Paper Setting] key.**

   You can also close the [Tray Paper Settings] screen by pressing [Exit].

Note

- You can check and change the settings of the registered custom paper such as the paper size setting on the [Edit Custom Paper] screen. For details about modifying the custom paper, see "Modifying a Custom Paper", Paper Settings.

Registering a Paper Whose Paper Name Is Not Displayed in the Paper Library

If the paper you want is not in the library's paper list or you don't know the name of the paper, use the following procedures:

- Selecting the paper's type from the paper library

  The paper library contains the optimum printing conditions not only for each commercially available paper but also for each type of paper.

  You can select the type of paper from the paper library and register it as a custom paper even if you don't know the name of the paper. The selectable paper types are as follows: Plain, Gloss coated, Matte coated, Envelope, Light colored, Dark colored, and Textured. Each type is divided into several categories according to weight.

- Manually specifying a paper's type and weight

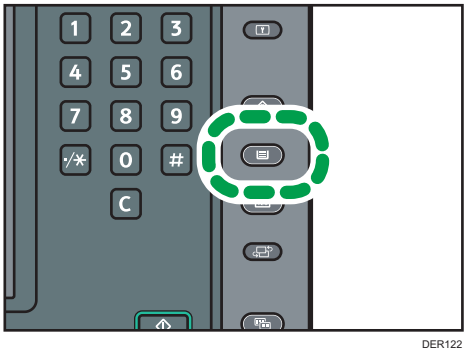
  You can register a custom paper by manually specifying its type and weight.

Selecting the paper's type from the paper library

You can select the type of paper from the paper library and register it as a custom paper.

The selectable paper types are as follows: Plain, Gloss coated, Matte coated, Envelope, Light colored, Dark colored, and Textured.

1. **Press the [Paper Setting] key.**



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2. **Press [Edit Custom Paper].**
3. **Press [Recall from Paper Library].**
4. **Select the most appropriate combination of type and weight for your paper.**

   The list of paper types appears on the first and following pages in the paper library.

   Press [▲Previous] or [▼Next] to scroll through the list to find the paper that you want to select.
5. **Press [Program to Custom Paper].**
6. **Press [Yes].**
7. **Press [Exit] twice.**
8. **Press the [Paper Setting] key.**

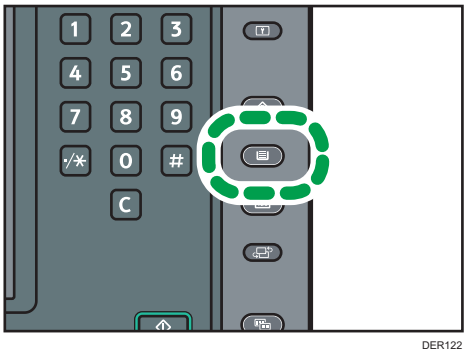
   You can also close the [Tray Paper Settings] screen by pressing [Exit].

Note

- You can check and change the settings of the registered custom paper such as the paper size setting on the [Edit Custom Paper] screen. For details about modifying the custom paper, see "Modifying a Custom Paper", Paper Settings.

Manually specifying a paper's type and weight

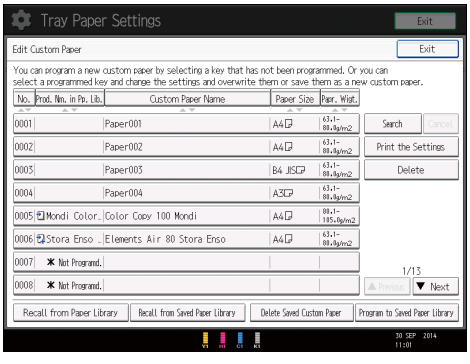
1. **Press the [Paper Setting] key.**



DER122

2. **Press [Edit Custom Paper].**
3. **Select a number that is [✱Not Programd.].**

   Press [▲Previous] or [▼Next] to scroll through the list.



4. **Press [Change] for [Custom Paper Name].**
5. **Enter the name of the paper, and then press [OK].**
6. **Press [Change] for [Paper Size].**
7. **Select a paper size, and then press [OK].**
8. **Press [Change] for [Paper Weight].**
9. **Specify the paper's weight, and then press [OK].**

   Press [Change] if you changed the paper weight.
10. **Press [Change] for [Paper Type].**
11. **Specify the paper type, and then press [OK].**

    Press [Change] if you changed the paper type.

12. **Specify other items, such as [Coated Paper Type], [Paper Color], [Prepunched or Not], [Textured or Not], [Apply Duplex], and [Apply Auto Paper Select] as necessary.**

    If you change the [Coated Paper Type], [Paper Color], [Prepunched or Not], or [Textured or Not] and press [OK], a message appears to notify you that the [Advanced Settings] will be initialized. To apply the changes for those settings, select [Change]. To cancel the changes, select [Do not Change].

13. **Press [OK].**
14. **Press [Exit].**
15. **Press the [Paper Setting] key.**

    You can also close the [Tray Paper Settings] screen by pressing [Exit].

Note

- If you want to use glossy paper, select [Glossy] for [Coated Paper Type]. If you want to use matte paper (including silk, dull, and satin paper), select [Matte] for [Coated Paper Type].
- For details about custom paper settings, see "Custom Paper Settings", Paper Settings.
- For details about [Advanced Settings], contact your machine administrator.

Registering a New Custom Paper by Modifying an Existing Paper

You can open and modify the settings of a registered custom paper and register them as a new custom paper.

This function is useful when registering paper that is the same type as an existing paper, but a different size.

Depending on which settings you modify, details of a newly registered custom paper will be as follows:

- When the settings of the selected custom paper are not changed:

  All settings of the selected custom paper ([Custom Paper Name], [Paper Size], [Paper Weight], and [Paper Type], including the attributes specific to the color controller) are copied to the newly registered custom paper.

- When the settings [Custom Paper Name], [Paper Size], [Apply Duplex], [Apply Auto Paper Select], or [Advanced Settings] of the selected custom paper are changed:

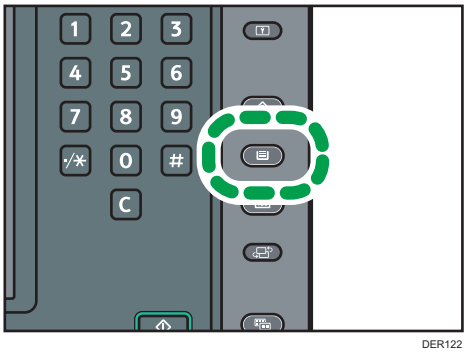
  The changes are applied to the newly registered custom paper.

- When the settings [Paper Weight], [Paper Type], [Coated Paper Type], [Paper Color], [Prepunched or Not], or [Textured or Not] of the selected custom paper are changed:

  The changes are applied to the newly registered custom paper and its advanced settings are reset to their default values according to the changes that are applied to the settings.

When modifying a custom paper that is registered from the paper library, you can change its [Custom Paper Name], [Paper Size], [Apply Duplex], and [Apply Auto Paper Select] settings. You can also confirm the brand name and the version of data from [Product Name in Paper Library].

1. **Press the [Paper Setting] key.**



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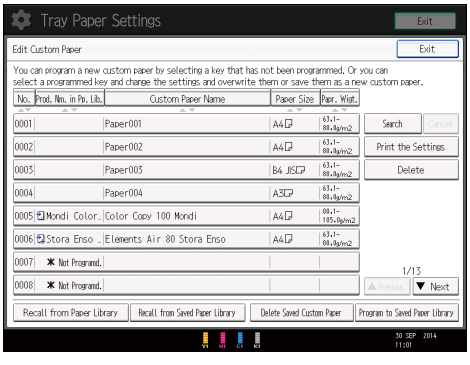
2. **Press [Edit Custom Paper].**
3. **Select a number that is [✳Not Programd.].**

   Press [▲Previous] or [▼Next] to scroll through the list.



4. **Press [Use Another Custom Paper's Settings].**
5. **Select the custom paper whose settings you want to modify.**
6. **Press [OK].**
7. **Change the settings for custom paper (such as paper's name, size, and type), as necessary.**

   If you change the [Paper Weight], [Paper Type], [Coated Paper Type], [Paper Color], [Prepunched or Not], or [Textured or Not] and press [OK], a message appears to notify you that the [Advanced Settings] will be initialized. To apply the changes for those settings, select [Change]. To cancel the changes, select [Do not Change].

8. **Press [OK].**
9. **Press [Exit].**
10. **Press the [Paper Setting] key.**

    You can also close the [Tray Paper Settings] screen by pressing [Exit].

Note

- For details about custom paper settings, see "Custom Paper Settings", Paper Settings.
- For details about [Advanced Settings], contact your machine administrator.

Adding Toner

This section explains precautions when adding toner and how to dispose of used toner.

⚠WARNING

- Do not incinerate toner (new or used) or toner containers. Doing so risks burns. Toner will ignite on contact with naked flame.

- Do not store toner (new or used) or toner containers anywhere near naked flames. Doing so risks fire and burns. Toner will ignite on contact with naked flame.

- The following explains the warning messages on the plastic bag used in this product's packaging.
  - Keep the polythene materials (bags, etc.) supplied with this machine away from babies and small children at all times. Suffocation can result if polythene materials are brought into contact with the mouth or nose.

- Do not use a vacuum cleaner to remove spilled toner (including used toner). Absorbed toner may cause a fire or explosion due to electrical contact flickering inside the vacuum cleaner. However, it is possible to use a vacuum cleaner that is explosion-proof and dust ignition-proof. If toner is spilled on the floor, remove the spilled toner slowly using a wet cloth, so that the toner is not scattered.

⚠CAUTION

- Do not crush or squeeze toner containers. Doing so can cause toner spillage, possibly resulting in dirtying of skin, clothing, and floor, and accidental ingestion.

- Store toner (new or used), toner containers, and components that have been in contact with toner out of reach of children.

- If toner or used toner is inhaled, gargle with plenty of water and move into a fresh air environment. Consult a doctor if necessary.

- If toner or used toner gets into your eyes, flush immediately with large amounts of water. Consult a doctor if necessary.

- If toner or used toner is swallowed, dilute by drinking a large amount of water. Consult a doctor if necessary.

⚠CAUTION

- When removing jammed paper or replacing toner, avoid getting toner (new or used) on your clothing. If toner comes into contact with your clothing, wash the stained area with cold water. Hot water will set the toner into the fabric and make removing the stain impossible.

- When removing jammed paper or replacing toner, avoid getting toner (new or used) on your skin. If toner comes into contact with your skin, wash the affected area thoroughly with soap and water.

- When replacing a toner or waste toner container or consumables with toner, make sure that the toner does not splatter. Put the waste consumables in a bag after they are removed. For consumables with a lid, make sure that the lid is shut.

Important

- **Always replace the toner cartridge when a notification appears on the machine.**
- **Fault may occur if you use toner other than the recommended type.**
- **When adding toner, do not turn off the main power. If you turn off the main power when replacing toner, the settings will be lost and you cannot restart printing, or the machine may not be able to detect that a toner cartridge is inserted.**
- **Store toner where it will not be exposed to direct sunlight, temperatures above 35°C (95°F), or high humidity.**
- **Store toner horizontally.**
- **Do not repeatedly install and remove toner cartridges. This will result in toner leakage.**
- **Do not use recycled toner. This will damage the machine.**
- **During toner adding, the toner container is rotating. Do not touch the toner container.**
- **When a toner cartridge is being used, it cannot be removed. Do not remove the cartridge forcibly.**
- **Do not install an empty toner cartridge.**
- **Immediately close the toner cartridge cover after replacing the toner cartridge. The amount of remaining toner will not be indicated correctly while the toner cartridge cover is open.**
- **The machine stops printing if you leave the toner cartridge cover open.**

Follow the instruction on the screen regarding how to replace a toner cartridge.

Note

- If "Toner Cartridge is empty." and "Replace the cartridge." appear alternately, the machine will soon stop printing. Replace the toner to maintain print quality.
- You can check the name of the required toner and the replacement procedure using the [Add Toner] screen.
- You can change the toner containers during printing.

- Press the [Check Status] key to check contact number where you can order supplies. See "Checking Machine Status and Settings", Convenient Functions.
- You can add all four color toners in the same way.
- Do not remove the outer cap of the toner cartridge before shaking it. Wait until you install the toner cartridge before removing the cap.
- Do not remove the inner cap.
- If you cannot get it to click in, pull out the toner cartridge a little, slightly rotate it to the left or right, then try again.

Disposing of Used Toner

This section describes what to do with used toner.

Toner cannot be re-used.

Pack used toner containers in the container's box or a bag to prevent the toner from leaking out of the container when you dispose of it.

Region A (mainly Europe and Asia)

If you want to discard your used toner container, please contact your local sales office. If you discard it by yourself, treat it as general plastic waste material.

Region B (mainly North America)

Please see our local company website for information on the recycling of supply products, or you can recycle items according to the requirements of your local municipalities or private recyclers.

Menu Items and Functions

All items in Adjustment Settings for Operators appear regardless of which of the machine's optional components are installed. If you change the settings of options that are not installed, the changes will have no effect.

Machine: Image Position

For details about the following items, see "Machine: Image Position", Paper Settings.

No.	Item	Description
0101	Adjust Image Position Across Feed Direction	Adjust the vertical position of the print image.
0102	Adjust Image Position With Feed Direction	Adjust the horizontal position of the print image.
0104	Skew Detection	Specify whether or not to detect paper skew.

Machine: Image Quality

For details about the following items, see "Machine: Image Quality", Paper Settings.

No.	Item	Description
0201	Adjust Image Density/ DEMS	Execute image density control manually.
0203	Adjust Maximum Image Density	Specify the adhesion of toner to the drum surface and intermediate transfer belt when image density adjustment is executed.
0205	Adjust Density Difference Across Feed Direction	Adjust the image density difference between the top and bottom of the image.
0207	Adjust Image Density Before Auto Color Calibration	Adjust to the maximum density.
0208	Feedback Rate of Auto Img Dens Adj & Color Calib	Specify the feedback rate of auto image density adjustment and color calibration.

Machine: Paper Feed/ Output

For details about the following items, see "Machine: Paper Feed/ Output", Paper Settings.

No.	Item	Description
0301	Adjust Paper Curl	Specify the method for straightening curled sheets. Select the method according to the direction and degree of curl.
0302	Illumination Mode for Color Paper Detection	Specify a detection method of the contact image sensor (CIS).
0304	Double Feed Detection	Specify whether or not to detect double feeding of paper.
0305	When Double Feed is Detected	Specify how the machine responds when it detects a double feed.
0306	Activate Auto Corrctn. Snsr. for 2 Sided Magnif. Adjust.	The machine measures the length and width of both sides of the paper and specifies the magnification ratio of the image on the back side according to the shrinking or transfiguration of the image.

Machine: Maintenance

For details about the following items, see "Machine: Maintenance", Paper Settings.

No.	Item	Description
0502	Execute Photoconductor Refreshing	Remove dust on the drum surface.
0509	Temperature / Humidity inside the Machine	Display the internal temperature and humidity.
0510	Temperature / Humidity outside the Machine	Display the external temperature and humidity.
0513	Execute Developer Refreshing	The machine uses degraded toner in the development unit and adds new toner from the toner bottle.
0520	Execute Charger Cleaning	Clean the charger.

Finishing: Finisher

For details about the following items, see "Finishing: Finisher", Paper Settings.

No.	Item	Description
0601	Adjust Staple Position Across Feed Direction 1	Adjust the vertical position of the staple (applied at an edge) when using Finisher SR5050 or Booklet Finisher SR5060.
0602	Adjust Staple Position Across Feed Direction 2	Adjust the vertical position of the staples (dual) when using Finisher SR5050 or Booklet Finisher SR5060.
0603	Adjust Staple Position With Feed Direction	Adjust the horizontal position of the staples when using Finisher SR5050 or Booklet Finisher SR5060.
0607	Adjust Punch Position Across Feed Direction	Adjust the vertical position of the punch holes when using Finisher SR5050 or Booklet Finisher SR5060.
0608	Adjust Punch Position With Feed Direction	Adjust the horizontal position of the punch holes when using Finisher SR5050 or Booklet Finisher SR5060.
0618	Adjust Staple Position for Booklet	Adjust the horizontal position of the booklet staples when using Booklet Finisher SR5060.
0619	Adjust Folding Position for Booklet	Adjust the horizontal position of the folding when using Booklet Finisher SR5060.
0622	Set Number of Folds for Booklet	Specify the number of booklet folds to be performed when using Booklet Finisher SR5060.

Finishing: Fold

For details about the following items, see "Finishing: Fold", Paper Settings.

No.	Item	Description
0701	Half Fold Position (Multi-sheet Fold)	Adjust the fold position of half folded sheets when using the multi-folding unit.
0702	Letter Fold-out Position 1 (Multi-sheet Fold)	Adjust the fold position for the bottom segment of letter fold-out sheets when using the multi-folding unit.
0703	Letter Fold-out Position 2 (Multi-sheet Fold)	Adjust the overall fold size of letters fold-out sheets when using the multi-folding unit.
0704	Letter Fold-in Position 1 (Multi-sheet Fold)	Adjust the fold position of the bottom segment of letter fold-in sheets when using the multi-folding unit.
0705	Letter Fold-in Position 2 (Multi-sheet Fold)	Adjust the fold position of letters fold-in sheets when using the multi-folding unit.

Finishing: Perfect Binder

For details about the following items, see "Finishing: Perfect Binder", Paper Settings.

No.	Item	Description
0801	Cover Sheet Position for Perfect Binding Across Feed Dir	Adjust the vertical alignment of the cover sheet position when performing perfect binding.
0802	Cover Sheet Position for Perfect Binding With Feed Dir	Adjust the horizontal alignment of the cover sheet position when performing perfect binding.
0803	Adjust Perfect Binding Finishing Angle	Square the top, bottom, and outside edges when trimming a deck of paper.
0804	Adjust Applying Binding Glue	Adjust the amount of binding glue for perfect binding.

Finishing: Stacker

For details about the following items, see "Finishing: Stacker", Paper Settings.

No.	Item	Description
0907	Maximum Stack Quantity in Stacker Tray	Set the maximum number of sheets for the stacker tray.

5. Troubleshooting

This chapter describes basic troubleshooting procedures.

When a Status Icon Is Displayed

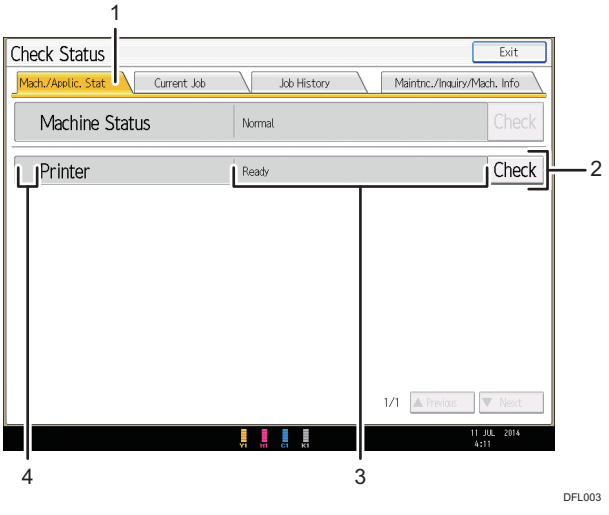
This section describes the status icons displayed when the machine requires the user to remove misfed paper, to add paper, or to perform other procedures.

Status Icon	Status
: Paper Misfeed icon	Appears when a paper misfeed occurs. For details about removing jammed paper, see "Removing Jammed Paper", Troubleshooting.
: Load Paper icon	Appears when paper runs out. For details about loading paper, see "Loading Paper", Paper Specifications and Adding Paper.
: Add Toner icon	Appears when toner runs out. For details about adding toner, see "Adding Toner", Maintenance and Specifications.
: Add Staple icon	Appears when staples run out. For details about adding staples, see "Adding Staples", Maintenance and Specifications.
: Waste Toner Full icon	Appears when the waste toner bottle is full. Contact your service representative.
: Hole Punch Receptacle Full icon	Appears when the hole punch receptacle is full. For details about removing punch waste, see "Removing Punch Waste", Troubleshooting.
: Waste Staple Full icon	Appears when the waste staple receptacle is full. For details about removing staple waste, see "Removing Staple Waste", Troubleshooting.
: Service Call icon	Appears when the machine is malfunctioning or requires maintenance.
: Open Cover icon	Appears when one or more covers of the machine are open.

When the Indicator Lamp for the [Check Status] Key Is Lit or Flashing

If the indicator lamp for the [Check Status] key lights up or flashes, press the [Check Status] key to display the [Check Status] screen. Check the status of each function in the [Check Status] screen.

[Check Status] screen



1. **[Mach./Applic. Stat] tab**

   Indicates the status of the machine.

2. **[Check]**

   If an error occurs in the machine, press [Check] to view details.

   Pressing [Check] displays an error message or the screen. Check the error message displayed on the screen and take the appropriate action. For details about how to resolve the problems described in error messages, see "When Messages Appear", Troubleshooting.

3. **Messages**

   Displays a message that indicates the status of the machine.

4. **Status icons**

   The status icons that can be displayed are described below:

   : The machine is performing a job.

   : An error has occurred on the machine.

   : The machine cannot be used because an error has occurred in the machine. This icon may also appear if the toner is running low.

The following table explains problems that cause the indicator lamp for the [Check Status] key to light or flash.

Problem	Cause	Solution
Documents and reports do not print out.	The paper output tray is full.	Remove the prints from the tray.
Documents and reports do not print out.	There is no paper left.	Load paper. For details about loading paper, see "Loading Paper", Paper Specifications and Adding Paper.
An error has occurred.	A function which has the status "Error Occurred" in the [Check Status] screen is defective.	Press [Check], read the displayed message, and then take the appropriate action. For details about error messages and their solutions, see "When Messages Appear", Troubleshooting.
The machine is unable to connect to the network.	A network error has occurred.	• Check that the machine is correctly connected to the network and that the machine is correctly set. For details about how to set the machine, see "Interface Settings", Connecting the Machine/ System Settings. • For details about connecting to the network, contact your administrator. • If the indicator lamp is still lit even after you try to solve the problem as described here, contact your service representative.

When the Machine Makes a Beeping Sound

The following table describes the meaning of the various beep patterns that the machine issues to alert users about machine conditions.

Beep pattern	Meaning	Cause
Single short beep	Panel/screen input accepted.	A control panel or screen key was pressed.
Short, then long beep	Panel/screen input rejected.	An invalid key was pressed on the control panel or screen, or the entered password was incorrect.
2 long beeps	Machine has warmed up.	When the power is turned on or the machine exits Sleep mode, the machine has fully warmed up and is ready for use.
5 long beeps repeated four times.	Soft alert	Paper tray is empty.
5 short beeps repeated five times.	Strong alert	The machine requires user attention because paper has jammed, the toner needs replenishing, or other problems have occurred.

Note

- Users cannot mute the machine's beep alerts. When the machine beeps to alert users of a paper jam or toner request, if the machine's covers are opened and closed repeatedly within a short space of time, the beep alert might continue, even after normal status has resumed.
- You can enable or disable beep alerts. For details about Panel Key Sound, see "General Features", Connecting the Machine/ System Settings.

When You Have Problems Operating the Machine

Problem	Cause	Solution
The machine does not turn on.	The AC power switch has not been turned on.	Turn on the AC power switch. For details about the AC power switch, see "General Requirements", Maintenance and Specifications.
The indicator lamp remains lit and the machine does not enter Sleep mode even though the [Energy Saver] key was pressed.	In some cases, the machine does not enter Sleep mode when the [Energy Saver] key is pressed.	Before you press the [Energy Saver] key, check that Sleep mode can be enabled. For details about enabling Sleep mode, see "Saving Energy", Getting Started.
The display is turned off.	The machine is in Low Power mode.	Touch the display panel or press one of the keys on the control panel to cancel Low Power mode.
The display is turned off.	The machine is in Sleep mode.	Press the [Energy Saver] key or the [Check Status] key to exit Sleep mode.
Nothing happens when the [Check Status] key or the [Energy Saver] key is pressed.	The power is turned off.	Make sure the main power indicator is off, and then turn on the power.
The power turns off automatically.	The Weekly Timer setting is set to [Main Power Off].	Change the Weekly Timer setting. For details about the Weekly Timer setting, see "Timer Settings", Connecting the Machine/ System Settings.
The user code entry screen is displayed.	Users are restricted by User Code Authentication.	For details about how to log in when User Code Authentication is enabled, see "When the Authentication Screen is Displayed", Getting Started.
The Authentication screen appears.	Basic Authentication, Windows Authentication, or LDAP Authentication is set.	Enter your login user name and user password. For details about the Authentication screen, see "When the Authentication Screen is Displayed", Getting Started.

Problem	Cause	Solution
An error message is still displayed, even if misfed paper is removed.	Paper is still jammed in the tray.	Remove the jammed paper by following the procedures displayed on the control panel. For details about removing jammed paper, see "Removing Jammed Paper", Troubleshooting.
An error message is still displayed, even if the indicated cover is closed.	One or more covers that are not indicated are still open.	Close all the covers of the machine.
Images are printed on the reverse side of the paper.	You may have loaded the paper incorrectly.	Load the paper correctly. For details about loading paper, see "Loading Paper", Paper Specifications and Adding Paper.
Misfeeds occur frequently.	Using curled paper often causes misfeeds, soiled paper edges, or slipped positions while staple or stack printing is performed.	• Flatten the paper with your hands to straighten out the curl. • Load the paper up side down so that the curled edges face downward. For details about recommended paper, see "Recommended Paper", Paper Specifications and Adding Paper. • Place cut paper on a flat surface to prevent paper from curling, and do not lean it against the wall. For details about the proper way to store paper, see "Paper Storage", Paper Specifications and Adding Paper.

Problem	Cause	Solution
Misfeeds occur frequently.	The tray's side or end fences may not be set properly.	• Remove the misfed paper. For details about removing jammed paper, see "Removing Jammed Paper", Troubleshooting. • Check that the side or end fences are set properly. Also, check that the side fences are locked. For details about setting the side and end fences, see "Changing the Paper Size", Paper Specifications and Adding Paper.
Misfeeds occur frequently.	Paper of undetectable size has been loaded.	• Remove the misfed paper. For details about removing jammed paper, see "Removing Jammed Paper", Troubleshooting. • If you load a paper size that is not selected automatically, you need to specify the paper size with the control panel. For details about specifying paper size using the control panel, see "Changing to a Size That Is Not Automatically Detected", Paper Specifications and Adding Paper.
Misfeeds occur frequently.	There is a foreign object on the output tray.	• Remove the misfed paper. For details about removing jammed paper, see "Removing Jammed Paper", Troubleshooting. • Do not place anything on the output tray.
Misfeeds occur frequently.	The staple cartridge is not set correctly.	Set the staple cartridge properly. For details about how to add staples, see "Adding Staples", Maintenance and Specifications.

Problem	Cause	Solution
Misfeeds occur when printing to envelopes.	The envelopes are curled.	Make sure you fully flatten curled envelopes before you load them. Do not stack envelopes over the specified limit for the paper tray. If misfeeds still occur after the envelopes have been flattened, load envelopes on the tray one at a time and print them individually. For details about how to load envelopes, see "Envelopes", Paper Specifications and Adding Paper.
Misfeeds occur when printing to envelopes.	You printed envelopes with a non-rectangular flap when [Skew Detection] was set to [On].	Make sure you set [Skew Detection] to [Off] when printing envelopes with a non-rectangular flap. For details about setting of skew detection, see "Adjustment Settings for Operators", Paper Settings.
When printing to envelopes, the envelopes may be fed in together, or the envelopes may not be fed.	The envelopes are curled.	Make sure you fully flatten curled envelopes before you load them. Do not stack envelopes over the specified limit for the paper tray. If misfeeds still occur after the envelopes have been flattened, load envelopes on the tray one at a time and print them individually. For details about how to load envelopes, see "Envelopes", Paper Specifications and Adding Paper.
Cannot print in duplex mode.	You have selected a paper tray that is not set for duplex printing.	Change the setting for "Apply Duplex" in "Tray Paper Settings" to enable duplex printing for the paper tray. For details about setting "Apply Duplex", see "Tray Paper Settings", Paper Settings.

Problem	Cause	Solution
Cannot print in duplex mode.	You have selected a paper type that cannot be used for duplex printing.	In "Tray Paper Settings", select a paper type that can be used for duplex printing. For details about setting "Paper Type", see "Tray Paper Settings", Paper Settings.
The machine does not turn off in 6 minutes after the main power is turned off.	The machine cannot perform the shutdown procedure.	Repeat the shutdown procedure. If the machine does not turn off, turn off the AC power switch.
An error has occurred when the Address Book is changed from the display panel or Web Image Monitor.	The Address Book cannot be changed while you delete the multiple stored documents.	Wait a while, and then retry the operation.
Paper is bent.	Paper may be bent when it is ejected from the finisher upper tray.	Change the output tray to the finisher shift tray.
The print image is not properly positioned on the paper.	• The machine has not detected the paper type and/or width correctly. • The print position is not aligned properly.	Contact the machine administrator or your service representative.

Problem	Cause	Solution
Paper delivered to the high capacity stacker is curled, causing it to not align properly.	Paper is curled.	• When the paper is curled downward, select [Adjust ⌒ Curl: Weak], [Adjust ⌒ Curl: Medium], or [Adjust ⌒ Curl: Strong] under [Adjust Paper Curl] in "Adjustment Settings for Operators". • When the paper is curled upward, select [Adjust ⌣ Curl: Weak], [Adjust ⌣ Curl: Medium], or [Adjust ⌣ Curl: Strong] under [Adjust Paper Curl] in "Adjustment Settings for Operators". For details about Adjustment Settings for Operators, see "Adjustment Settings for Operators", Paper Settings.
Output paper to the stacker tray does not align properly.	• When using coated paper, the output paper to the stacker tray might fail to align properly. • When the paper weight is 280.0 g/m^2 or more, and the paper size is A3, SRA3 or larger, the output paper to the stacker tray might fail to align properly.	Select [Adjust ⌒ Curl: Weak], [Adjust ⌒ Curl: Medium], or [Adjust ⌒ Curl: Strong] under [Adjust Paper Curl] in "Adjustment Settings for Operators". For details about Adjustment Settings for Operators, see "Adjustment Settings for Operators", Paper Settings.

Fold

Problems	Causes	Solutions
Wrinkling occurs when Gate Fold, Letter Fold-in, or Letter Fold-out is applied.	Wrinkling can occur if Gate Fold, Letter Fold-in, or Letter Fold-out is applied to B4 JIS (Japanese Industrial Standard)⧉, A3⧉, 8 $^{1}/_{2}$" × 14"⧉, 11" × 17"⧉, 12" × 18"⧉, 8K⧉, or larger sizes of paper.	When applying Gate Fold, Letter Fold-in, or Letter Fold-out to paper larger than A4, we recommend you enable image reduction and use paper no larger than A4⧉.
When you print Z-folded paper, the machine indicates that the output tray is full even though the amount of output paper on the tray is less than the stack capacity.	The Z-fold support tray is not set.	Set the Z-fold support tray for finisher or multi-folding unit. For details about how to add the Z-fold support tray, see "When using the Z-fold function", Getting Started.
The multi-folding unit outputs sheets with creased edges when Gate Fold is applied.	The paper is curled.	• Remove the paper, and then reload it upside down. • Remove the paper, and then reload it in the opposite direction.
The position of the fold is incorrect when Letter Fold-in is applied to a B5 JIS sheet.	Multi-sheet Fold has been specified when only one sheet is being printed.	Change the printer driver Letter Fold-in settings so that Multi-sheet Fold is not specified.

Note

- There are times when images might not turn out as you want because of paper type, paper size, or paper capacity problems. Use the recommended paper. For details about recommended paper, see page 44 "Recommended Paper Sizes and Types".

When Other Messages Appear

Message	Cause	Solution
"Following output tray is full. Remove paper."	The output tray is full.	• Remove paper from the output tray to resume printing. If paper is delivered to the finisher shift tray and you want to prevent paper from falling off the tray, press the [Stop] key to suspend printing, and then remove the paper. Press [Continue] on the display panel to resume printing. • When using the multi-folding unit, the number of sheets per paper stack depends on the paper type and fold type.
"Internal cooling fan is active."	Large print runs will cause the machine's interior to heat up, triggering the cooling fan.	The fan will emit noise, but this is normal and the machine will be operable while the fan is running. The amount of paper that can be printed and the total operation time until the fan starts running depends on the temperature of the location at which the machine is installed.
"Self checking..."	The machine is performing image adjustment operations.	The machine may perform periodic maintenance during operations. The frequency and duration of maintenance depends on the humidity, temperature, and printing factors such as number of prints, paper size, and paper type. Wait for the machine to resume operation.

When the Home Screen Cannot Be Edited

Message	Cause	Solution
"The image data size is not valid. See the manual for required data."	The image data size is not valid.	For details about file size for a Home Screen image, see "Displaying an Image on the [Home] Screen", Convenient Functions.
"The format of the image data is not valid. See the manual for required data."	The file format of the Home Screen image to be added is not supported.	For details about file format for a Home Screen image, see "Displaying an Image on the [Home] Screen", Convenient Functions.

When Problems Occur While Logging In

Message	Cause	Solution
"Authentication has failed."	The entered login user name or login password is not correct.	For details about the correct login user name and login password, see Security Guide.
"Authentication has failed."	The machine cannot perform authentication.	For details about authentication, see Security Guide.

When the User Lacks Privileges to Perform an Operation

Message	Cause	Solution
"You do not have the privileges to use this function."	The logged in user name does not have permissions for the selected function.	For details about how to set permissions, see Security Guide.
"The selected file(s) contained file(s) without access privileges. Only file(s) with access privileges will be deleted."	You have tried to delete files without the permission to do so.	To check your access permission for stored documents, or to delete a document you do not have permission to delete, see Security Guide.

6. Information for This Machine

This chapter describes environmental precautions and regulations.

Information on Environmental Regulations

ENERGY STAR Program

ENERGY STAR® Program Requirements for Imaging Equipment

This company is a participant in the ENERGY STAR® Program.

This machine is compliant with the regulations specified by the ENERGY STAR® Program.

The ENERGY STAR® Program Requirements for Imaging Equipment encourage energy conservation by promoting energy efficient computers and other office equipment.

The program backs the development and dissemination of products that feature energy saving functions.

It is an open program in which manufacturers participate voluntarily.

Targeted products are computers, monitors, printers, facsimiles, copiers, scanners, and multi-function devices. Energy Star standards and logos are internationally uniform.

Note

- For details about the "default delay time", see page 87 "Energy Saving Functions".

Energy Saving Functions

To reduce its power consumption, this machine has the following functions:

Low Power mode

- If this machine remains idle for a specified period, it automatically reduces its electrical consumption.

- The default period the machine waits before entering Low Power mode is 15 minutes. This default time can be changed.

Sleep mode

- If this machine remains idle for a specified period or when the [Energy Saver] key is pressed, it enters Sleep mode to further reduce its electrical consumption.
- The default delay time the machine waits before entering Sleep mode is 59 minutes. This default time can be changed.
- The machine can print jobs from computers while in Sleep mode.

Specification

- Region A (mainly Europe and Asia)

	Type 1	Type 2
Reduced electrical consumption in Low Power mode *1	419.8 W	421.5 W
Time of switch into Low Power mode	15 minutes	15 minutes
Time of switch out from Low Power mode *1	160 seconds	160 seconds
Reduced electrical consumption in Sleep mode *1	2.0 W	2.0 W
Time of switch into Sleep mode	59 minutes	59 minutes
Time of switch out from Sleep mode *1	540 seconds	540 seconds
Duplex Function *2	Standard	Standard

*1 The time it takes to switch out from energy saving functions and electrical consumption may differ depending on the conditions and environment of the machine.

*2 Achieves ENERGY STAR energy savings; product fully qualifies when packaged with (or used with) a duplex tray and the duplex function is enabled as an option.

- Region B (mainly North America)

	Type 1	Type 2
Reduced electrical consumption in Low Power mode *1	425.4 W	455.6 W
Time of switch into Low Power mode	15 minutes	15 minutes

	Type 1	Type 2
Time of switch out from Low Power mode *1	160 seconds	160 seconds
Reduced electrical consumption in Sleep mode *1	2.4 W	2.4 W
Time of switch into Sleep mode	59 minutes	59 minutes
Time of switch out from Sleep mode *1	540 seconds	540 seconds
Duplex Function *2	Standard	Standard

*1 The time it takes to switch out from energy saving functions and electrical consumption may differ depending on the conditions and environment of the machine.

*2 Achieves ENERGY STAR energy savings; product fully qualifies when packaged with (or used with) a duplex tray and the duplex function is enabled as an option.

Note

- Specifications can vary depending on which options are installed on the machine.
- For details about how to change the default interval, see "Timer Settings", Connecting the Machine/ System Settings.
- The machine enters sleep mode directly in the following situations:
  - Low Power Mode Timer and Sleep Mode Timer are set to the same time
  - Sleep Mode Timer is set to a shorter time than Low Power Mode Timer
- Depending on which embedded software application is installed on it, the machine might take longer than indicated to enter Sleep mode.

User Information on Electrical and Electronic Equipment Region A (mainly Europe)

Users in the countries where this symbol shown in this section has been specified in national law on collection and treatment of E-waste

Our Products contain high quality components and are designed to facilitate recycling.

Our products or product packaging are marked with the symbol below.

The symbol indicates that the product must not be treated as municipal waste. It must be disposed of separately via the appropriate return and collection systems available. By following these instructions you ensure that this product is treated correctly and help to reduce potential impacts on the environment and human health, which could otherwise result from inappropriate handling. Recycling of products helps to conserve natural resources and protect the environment.

For more detailed information on collection and recycling systems for this product, please contact the shop where you purchased it, your local dealer or sales/service representatives.

All Other Users

If you wish to discard this product, please contact your local authorities, the shop where you bought this product, your local dealer or sales/service representatives.

Note for the Battery and/or Accumulator Symbol (For EU countries Only) Region A (mainly Europe)

In accordance with the Battery Directive 2006/66/EC Article 20 Information for end-users Annex II, the above symbol is printed on batteries and accumulators.

This symbol means that in the European Union, used batteries and accumulators should be disposed of separately from your household waste.

In the EU, there are separate collection systems for not only used electrical and electronic products but also batteries and accumulators.

Please dispose of them correctly at your local community waste collection/recycling centre.

Environmental Advice for Users Region A (mainly Europe)

Users in the EU, Switzerland and Norway

Consumables yield

Please refer to either the User's Manual for this information or the packaging of the consumable.

Recycled paper

The machine can use recycled paper which is produced in accordance with European standard EN 12281:2002 or DIN 19309. For products using EP printing technology, the machine can print on 64 g/m^2 paper, which contains less raw materials and represents a significant resource reduction.

Duplex printing (if applicable)

Duplex printing enables both sides of a sheet of paper to be used. This saves paper and reduces the size of printed documents so that fewer sheets are used. We recommend that this feature is enabled whenever you print.

Toner and ink cartridge return program

Toner and ink cartridge for recycling will be accepted free of charge from users in accordance with local regulations.

For details about the return program, please refer to the Web page below or consult your service person.

https://www.ricoh-return.com/

Energy efficiency

The amount of electricity a machine consumes depends as much on its specifications as it does on the way you use it. The machine is designed to allow you to reduce electricity costs by switching to Ready mode after it prints the last page. If required, it can immediately print again from this mode. If no additional prints are required and a specified period of time passes, the device switches to an energy saving mode.

In these modes, the machine consumes less power (watts). If the machine is to print again, it needs a little longer to return from an energy saving mode than from Ready mode.

For maximum energy savings, we recommend that the default setting for power management is used.

Products that comply with the Energy Star requirement are always energy efficient.

Notes to Users in the State of California (Notes to Users in USA) (mainly North America)

Region B

Perchlorate Material - special handling may apply. See: www.dtsc.ca.gov/hazardouswaste/perchlorate

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